



MEDICAL CONSULTANT – ADVISORY
MEDICAL BOARD OF CALIFORNIA
(Permanent Intermittent)



OPEN EXAMINATION

www.dca.ca.gov

The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

WHO MAY APPLY

Applicants who meet the minimum qualifications stated in this announcement and who have not taken the examination in the last 24 months may apply for this examination.

HOW TO APPLY

Please submit State Application (STD 678), Curriculum Vitae (CV), and Supplemental Application, to the address indicated below. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR). The State Application and Supplemental Application are available by clicking on the following links:

- The State Examination Application (Std. 678)
Supplemental Application

Submit State Application (STD 678), Curriculum Vitae (CV), and Supplemental Application to:

MAIL or HAND DELIVER TO:
Department of Consumer Affairs
Attn: Selection Services (D. Vandre)
1625 North Market Blvd., Ste. N321
Sacramento, CA 95834

CONTINUOUS FILING

Continuous Filing Exam – applications are accepted on a continuous basis. Examinations will be scheduled as needs warrant.

SALARY RANGE

\$64.25 - \$76.76 per hour

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination on the date they complete and submit their application, supplemental application, and CV to the address noted above.

NOTE: All applications must include: "to" and "from" dates (month/day/year) and time base. Applications received without this information may be rejected.

MINIMUM QUALIFICATIONS

Possession of a valid medical or osteopathic specialty certificate issued by the American Board of Medical Specialties, or the American Osteopathic Association or the equivalent. AND

Possession of a valid unrestricted license for the practice of medicine in the United States AND

EXPERIENCE: Either

- Five years of experience within the last seven years in the practice of medicine and surgery or in one of the specialties, excluding internship and postgraduate training. OR
Five years of experience performing research or working in fields related to medical issues.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated ability to work cooperatively with others; integrity; initiative; good judgment; dependability; tact; courtesy; high professional ethics.

POSITION DESCRIPTION

Under the general direction of the Executive Director, serves in an advisory capacity performing research on issues and topics for the Medical Board. Incumbents in this class provide expert consultative services or emerging issues facing the Medical Board. Positions are filled as Permanent Intermittent.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**EXAMINATION
INFORMATION**

CURRICULUM VITAE (CV) AND SUPPLEMENTAL APPLICATION REVIEW WEIGHTED – 100%

This examination will consist of a CV and Supplemental Application evaluation only. All candidates are required to complete the State Application (Std. 678), Supplemental Application and provide a legible copy of your CV. **Failure to submit all three requirements may disqualify candidates from the examination.**

The Supplemental Application is designed to elicit specific information regarding each candidate's education, work experience, knowledge, skills, abilities, and potential to effectively perform the functions relative to this classification.

**EXAMINATION
SCOPE**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis on the CV and Supplemental Application will be measured competitively relative to job demands, each competitor's:

Knowledge of:

1. Principles and practices of general medicine and surgery.
2. Current developments in the field of general medicine and surgery.
3. Medical research methods and techniques.
4. Critical medical issues and trends in practice, education, and emerging medical specialties.

Ability to:

1. Plan, organize, and conduct special studies and surveys, consult on and interpret results of surveys and studies.
2. Analyze problems and/or issues and make recommendations.
3. Prepare written and oral reports which are clear, concise, and objective.
4. Communicate effectively with administrative and technical staff, peers, Board Members, and applicants with regard to areas of responsibility.

**VETERANS
PREFERENCE
CREDIT**

Veterans Preference Credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points through California Department of Human Resources (CalHR). Veterans who have achieved permanent civil service status are not eligible to receive veteran's credits.

**ELIGIBLE LIST
INFORMATION**

An open list will be established for the Department of Consumer Affairs. Names of successful candidates will be added to the existing eligible list. Candidates will have eligibility for 24 months after it is established.

QUESTIONS?

Contact the Department of Consumer Affairs, Selection Services & Recruitment Unit, 1625 N. Market Street, Suite N 321, Sacramento, CA 95834, (916) 574-8370.

Telecommunications Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at (916) 574-8370 three weeks after submitting an application package if a progress notice is not received.

Applications are available at CalHR, local Employment Development Department offices, the Department of Consumer Affairs and at www.jobs.ca.gov.

If you meet the requirements to participate in this examination, your Supplemental Application will be rated and given a score. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the exam or placement on the employment list.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/Veteransinformation>, and the Department of Veterans Affairs.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

SUPPLEMENTAL APPLICATION

<p style="text-align: center;">Medical Consultant – Advisory Medical Board of California</p>

Name _____ Phone (home) _____
(Please Print)

(work) _____

Address _____ License No _____

Completion of this form is a necessary part of the selection process and must be submitted **along** with the state application (std. 678) and Curriculum Vitae (CV), to the Department of Consumer Affairs, Selection Services Unit, 1625 North Market Blvd., Suite N-321, Sacramento, CA 95834.

CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.

The purpose of this supplemental application is to obtain enough job-related information to determine between the well qualified, qualified, and not-qualified competitors.

ALL CANDIDATES MUST COMPLETE THE QUESTIONS. Be sure to answer all questions completely and accurately. OMITTED INFORMATION CANNOT BE CONSIDERED OR ASSUMED.

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

Signature

Date Signed

I. MEDICAL TEACHING EXPERIENCE (Bullet points are acceptable)

Briefly describe your experience in medical teaching, education, evaluation of medical education programs, evaluation or implementation of curriculum, evaluation of clinical (year 3-4) programs, and/or post-graduate training.

II. Areas of Expertise (additional paper may be used)

Briefly describe:

- Your areas of expertise that you offer in order to provide advice to the Board
- Areas where you have research skills or expertise knowledge in the emerging issues facing the Board. (Bullet points are acceptable as are references to information on your CV. Please list no more than three.)