The State of California 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 the objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO MAY APPLY
Applicants who meet the minimum qualifications stated in this announcement and who have not taken the examination in the last 12 months may apply for this examination.

HOW TO APPLY
Please complete and submit the following required documents to the address indicated below. DO NOT SUBMIT DOCUMENTS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR).

- State Application (STD. 678)
- Supplemental Application
- Proof of license/certificate (copies are acceptable)

WHERE TO APPLY
MAIL OR HAND DELIVER TO:
Department of Consumer Affairs
Office of Human Resources
Attn: Examination Services Unit (B. Bweupe)
1625 North Market Blvd., Suite N-321
Sacramento, CA 95834

SPECIAL TESTING ARRANGEMENTS
If you have a disability and need special testing arrangements, mark “yes” for Question #2 on the State Application (STD. 678). The Examination Services Unit will contact you to make special testing arrangements.

CONTINUOUS FILING
The Examination Services Unit will accept application packages continuously throughout the year; however, they will only be processed during the administration period. Examinations are scheduled as needs warrant.

Completed applications and all required documents must be received or postmarked by the cut-off date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose of determining timely filing.

Applications received via hand delivery or interagency mail after 5:00 p.m. on the cut-off date will be held and processed in the next administration period. State Applications must have an original signature. Applications received via fax will not be accepted.

SALARY RANGE
$12,417.00 - $14,833.00 per month.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION
It is your responsibility to make sure you meet the minimum qualifications stated on this announcement by the cut-off date. Your signature on the State Application (STD. 678) indicates that you have read, understood, and possess the minimum qualifications required.

Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list.

NOTE: All State Applications (STD. 678) must include: “to” and “from” dates (month/day/year), hours worked per week, official job titles/classifications, and duties performed. State Applications (STD. 678) received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).
Under the general direction of the field office Supervising Investigator, incumbent serves as a medical consultant to the Enforcement Program evaluating the professional competence of physicians and surgeons and allied health professionals; provides medical expertise in the review of medical investigations and evaluations of the professional conduct of licensees in relation to the requirements of the law; arranges and coordinates the expert review of medical records; inspects medical records to assure conformance with the law; coordinates the activities of the peer review panels; counsels physicians whose medical practice or behavior is considered below acceptable standards; and performs other functions as related. Positions are filled as Permanent Intermittent.

Positions exist statewide.

Possession of a valid unrestricted license for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners.

and

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

and

Experience: 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.

Experience performing peer review as demonstrated by:
1. Membership in a medical records review or utilization committee at a national, state, county or an approved hospital level. or
2. Former member of the Medical Board of California, service as a medical expert to the Medical Board or performing peer review for the Medical Board. or
3. Member of a formal body charged with the review of standards or criteria of medical care.

This examination will consist of a CV and Supplemental Application. 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. To obtain a position on the eligible list, a minimum score of 70% must be received.

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

The Supplemental Application will include an evaluation of the following information:

I. WORK EXPERIENCE, as indicated on the CV
II. PEER REVIEW EXPERIENCE, as indicated on the supplemental application form
III. AMERICAN BOARD OF MEDICAL SPECIALTIES, as indicated on the CV

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. Medicine and surgery, including recent developments and practices.
2. Hospital organization, procedures, and record keeping.
3. Provisions of Business and Professions Code relating to the practice of medicine and surgery and the laws, rules, and regulations of the Medical Board of California relating to medical practice.
5. Pathology and interpretation of autopsy findings.
6. Medical specialties.

Ability to:
1. Conduct effective interviews.
2. Exercise sound medical judgment in reviewing conflicting medical reports and preparing opinions.
3. Analyze problems and take effective action.
4. Perform administrative tasks.
5. Dictate correspondence and prepare reports.
<table>
<thead>
<tr>
<th>SPECIAL PERSONAL CHARACTERISTICS</th>
<th>Demonstrated ability to work cooperatively with others; emotional stability; integrity; initiative; good judgment; dependability; tact; courtesy; high professional ethics.</th>
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</thead>
<tbody>
<tr>
<td>ELIGIBLE LIST INFORMATION</td>
<td>A departmental open eligible list will be established for the Department of Consumer Affairs. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors’ eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</td>
</tr>
<tr>
<td>VETERANS’ PREFERENCE</td>
<td>Veterans’ preference 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 CalHR. Veterans who have achieved permanent civil service status are not eligible to receive veterans’ preference credit.</td>
</tr>
<tr>
<td>CAREER CREDITS</td>
<td>Career credits DO NOT apply.</td>
</tr>
<tr>
<td>QUESTIONS</td>
<td>If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Examination Services Unit, 1625 North Market Blvd., Suite N-321, Sacramento, CA 95834, (916) 574-8370. TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. From TDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922</td>
</tr>
</tbody>
</table>
**GENERAL INFORMATION**

The Department of Consumer Affairs reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned, change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Department of Consumer Affairs, Examination Services Unit, at (916) 574-8370 three weeks after the final file date if he/she has not received a progress notice.

**Examination Locations:** Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

Applications are available at California Department of Human Resources Offices (www.jobs.ca.gov) and local offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be rated and scored according to pre-determined rating criteria. All candidates who pass will be ranked according to their scores.

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

Employment Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 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). The Veterans’ Preference Application (CALHR 1093) is available at www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513.
SUPPLEMENTAL APPLICATION

Medical Consultant (Enforcement)

Name__________________________  Phone (home)___________________________  
(Please Print)  
(work)___________________________

Address ______________________________ License No________________________

Completion of this Supplemental Application is a necessary part of the selection process and must be submitted along with the State Application (std. 678) and:

I. Curriculum Vitae
II. Peer Review Experience
III. American Board of Medical Specialties Certificate

Please submit your examination package to:

Department of Consumer Affairs
Examination 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 job-related information to determine between the well qualified, qualified, and not-qualified competitors.

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
II. PEER REVIEW EXPERIENCE

Please include significant private medical experience you have in evaluating the professional competence of physicians, surgeons and allied health professionals; and medical expertise in the review of medical investigations, medical records, and coordinating the activities of the peer review panel. For purposes of this examination, “significant” means experience in which you spent more than half of your time on this duty. Begin with your most recent position.

Additional sheets may be used (each sheet must state your full name)
If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

Please place a check mark (✓) next to your choices -

☐ (D) PERMANENT FULL TIME
☐ (R) OTHER THAN PERMANENT FULL TIME
☐ (A) BOTH

You will not be offered a job in locations not checked.

Please place a check in the box next to any you are willing to work.

<table>
<thead>
<tr>
<th>Location</th>
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<tbody>
<tr>
<td>3400 Sacramento</td>
</tr>
<tr>
<td>1900 Los Angeles</td>
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<tr>
<td>0400 Butte</td>
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<tr>
<td>4500 Shasta</td>
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<td>4900 Sonoma</td>
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<td>0100 Alameda</td>
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<td>3600 San Bernardino</td>
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<td>3700 San Diego</td>
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<tr>
<td>3000 Orange</td>
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