



**MEDICAL CONSULTANT (ENFORCEMENT),  
MEDICAL BOARD OF CALIFORNIA  
(Permanent Intermittent)**

**Examination Code: 5CACC**

**Department:** Department of Consumer Affairs (DCA)

**Examination Type:** Departmental Open

**Final Filing Date:** Continuous Filing

**CLASSIFICATION DETAILS**

Salary – \$80.65 - \$96.35 hourly rate

The salary stated in this bulletin may not reflect all pay raises or any additional bonuses.

For more information, view the [classification specification](#).

**APPLICATION INSTRUCTIONS**

**Application Requirements**

Your completed Examination/Employment Application (STD. 678 or application) must include: to and from dates (month/day/year), hours worked per week, official job titles/classifications, and duties performed. Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed application.

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

Applications must have an original signature. Your signature on the application indicates that you have read, understood, and possess the minimum qualifications required.

## **Cut-off Dates and Timely Filing**

Applications are accepted continuously throughout the year and will be processed during the administration period following the cut-off dates listed below:

- May 15, 2024
- November 15, 2024

Completed applications and all required documents must be received or postmarked by the cut-off date. Applications postmarked after the cut-off or 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. Postmark 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 must have an original signature. Applications received via email or fax will not be accepted.

## **Who Should Apply**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for 9 months.

## **How to Apply**

Complete and submit the following required documents to the address indicated below. Do not submit documents to the California Department of Human Resources (CalHR).

- [Examination/Employment Application \(STD. 678\)](#)
- [Supplemental Application Examination](#)
- [Conditions of Employment \(Form 631\)](#)
- Proof of license and certificate (copies are acceptable for the purpose of the examination)

## **Where to Apply**

You may send your application package by mail or hand deliver to:

Department of Consumer Affairs  
Office of Human Resources  
Attn: Examination Services Unit (T.Patel)  
1625 North Market Blvd., Suite N-321  
Sacramento, CA 95834

Indicate the examination title on your application.

**Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, mark "yes" for Question #10 on the STD. 678 (Rev. 7/2019) and include a completed Accommodation Request form STD. 679. The Examination Services Unit will contact you via telephone or mail to make arrangements.

**MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this examination bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

License: 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

Certificate: 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.

**DESIRABLE QUALIFICATIONS**

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, serving 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.

**POSITION DESCRIPTION**

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.**

## **POSITION LOCATION**

Positions exist statewide.

## **EXAMINATION SCOPE**

### **Curriculum Vitae (CV) and Supplemental Application Examination – Weighted 100%**

This examination will consist of a CV and Supplemental Application. All candidates are required to complete the Examination/Employment 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**
- II. American Board of Medical Specialties, as indicated on the CV**

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, each examination component will be measuring each applicant's:

### **Knowledge of**

- 1. Methods of diagnosis and treating medical disorders.
- 2. Medicine and surgery including recent developments and practices.
- 3. Hospital organization, procedures and record keeping.

4. 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. Issues and trends in practice, education, and emerging medical specialties.
6. Pathology and interpretation of autopsy findings.

### **Ability to**

1. Work cooperatively with others ,emotional stability, integrity, intuitive, good judgement, dependability, tact, courtesy, and high professional ethics.
2. Understand written sentences and paragraphs in work related documents.
3. Listen to and understand information and ideas presented through spoken words and sentences.
4. Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupting at inappropriate times.
5. Communicate effectively with investigators, medical professionals and attorneys.
6. Conduct effective interviews of subjects.
7. Analyze problems and take effective action.
8. Establish and maintain priorities in order to complete assignments within desired timelines.
9. Manage time and resources effectively and be responsive to Board Staff and Committee Members.
10. Exercise sound medical judgement in reviewing conflicting medical reports and preparing opinions.
11. Use a personal computer, telephone, cloud-based sharing system, and be able to review records and case materials electronically. Dictate correspondence and prepare reports.
12. Type written correspondence and prepare statements, memorandums and reports.
13. Perform administrative tasks.

### **SPECIAL PERSONAL CHARACTERISTICS**

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

### **ELIGIBLE LIST INFORMATION**

A departmental open eligible list will be established for DCA. 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. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Code sections 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list. Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference.

Veterans' status is verified by the CalHR. Information on this program and the Veterans' Preference Application (CALHR 1093) can be found on the [CalHR Veterans Information webpage](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits DO NOT apply.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to completing your examination package.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

Supplemental Application Questionnaire Examination: If you meet the minimum qualifications for this classification, your narrative response to the questions on the Supplemental Application Questionnaire will be scored against predetermined rating criteria. You will *not* appear to take an examination.

## CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please reference your name, the examination title and contact us at:

Department of Consumer Affairs  
Examination Services Unit  
1625 North Market Blvd., Suite N-321  
Sacramento, California 95834  
Phone: (916) 574-8370

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice).

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Department of Consumer Affairs website: [www.dca.ca.gov](http://www.dca.ca.gov)

## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free state work place. 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.

## **GENERAL INFORMATION**

Examination/Employment Application (STD. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

DCA 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 applicants will be notified.

It is the candidate's responsibility to contact the DCA, Examination Services Unit, at (916) 574-8370 three weeks after the cut-off date if he/she has not received a progress notice.

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

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

Eligible 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; 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code sections 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 CalHR. The Veterans' Preference Application (CALHR 1093) is available on [the CalHR Veterans Information webpage](#).

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 classifications, 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

<b>Medical Consultant (Enforcement)</b>
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Name: \_\_\_\_\_ Phone (home): \_\_\_\_\_

(work): \_\_\_\_\_

Address: \_\_\_\_\_ License No: \_\_\_\_\_

\_\_\_\_\_

Completion of this Supplemental Application is a necessary part of the selection process and must be submitted **along** with the Examination/Employment 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)

# CONDITIONS OF EMPLOYMENT - FORM 631

**CANDIDATE NAME:**

**EXAMINATION TITLE:**

**Positions are available throughout the state** - 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 below.

Type of appointment you will accept	<input type="checkbox"/> Permanent Full time D	<input type="checkbox"/> Other than Permanent Full time R	<input type="checkbox"/> Both A
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**Locations in which you are willing to work** - Please place a check mark ✓ next to your choices – You will not be offered a job in locations not checked. If more than 15 selections are made, you may be considered available for work anywhere in the state.

☐ **Anywhere in the state** - If checked, no further selection is necessary.

☐ **Anywhere in the northern region (8004)** or make northern county choices below.

<input type="checkbox"/> Butte 0400	<input type="checkbox"/> Colusa 0600	<input type="checkbox"/> Del Norte 0800
<input type="checkbox"/> Glen 1100	<input type="checkbox"/> Humboldt 1200	<input type="checkbox"/> Lake 1700
<input type="checkbox"/> Mendocino 2300	<input type="checkbox"/> Modoc 2500	<input type="checkbox"/> Nevada 2900
<input type="checkbox"/> Placer 3100	<input type="checkbox"/> Plumas 3200	<input type="checkbox"/> Shasta 4500
<input type="checkbox"/> Sierra 4600	<input type="checkbox"/> Siskiyou 4700	<input type="checkbox"/> Sutter 5100
<input type="checkbox"/> Tehama 5200	<input type="checkbox"/> Trinity 5300	<input type="checkbox"/> Yuba 5800

☐ **Anywhere in the central region (8001)** or make central county choices below.

<input type="checkbox"/> Alameda 0100	<input type="checkbox"/> Alpine 0200	<input type="checkbox"/> Amador 0300
<input type="checkbox"/> Calaveras 0500	<input type="checkbox"/> Contra Costa 0700	<input type="checkbox"/> El Dorado 0900
<input type="checkbox"/> Fresno 1000	<input type="checkbox"/> Madera 2000	<input type="checkbox"/> Marin 2100
<input type="checkbox"/> Mariposa 2200	<input type="checkbox"/> Merced 2400	<input type="checkbox"/> Monterey 2700
<input type="checkbox"/> Napa 2800	<input type="checkbox"/> Sacramento 3400	<input type="checkbox"/> San Benito 3500
<input type="checkbox"/> San Francisco 3800	<input type="checkbox"/> San Joaquin 3900	<input type="checkbox"/> San Mateo 4100
<input type="checkbox"/> Santa Clara 4300	<input type="checkbox"/> Santa Cruz 4400	<input type="checkbox"/> Solano 4800
<input type="checkbox"/> Sonoma 4900	<input type="checkbox"/> Stanislaus 5000	<input type="checkbox"/> Tuolumne 5500
<input type="checkbox"/> Yolo 5700		

☐ **Anywhere in the southern region (8011)** or make southern county choices below.

<input type="checkbox"/> Imperial 1300	<input type="checkbox"/> Inyo 1400	<input type="checkbox"/> Kern 1500
<input type="checkbox"/> Kings 1600	<input type="checkbox"/> Los Angeles 1900	<input type="checkbox"/> Mono 2600
<input type="checkbox"/> Orange 3000	<input type="checkbox"/> Riverside 3300	<input type="checkbox"/> San Bernardino 3600
<input type="checkbox"/> San Diego 3700	<input type="checkbox"/> San Luis Obispo 4000	<input type="checkbox"/> Santa Barbara 4200
<input type="checkbox"/> Tulare 5400	<input type="checkbox"/> Ventura 5600	