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. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. 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 submit both, a State Application (STD 678), Supplemental Application, and Curriculum Vitae to the address indicated below. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). The State Application and Supplemental Applications are available by clicking on the following links:
- State Application (STD 678)
- Supplemental Application

WHERE TO APPLY
MAIL OR HAND DELIVER TO:
Department of Consumer Affairs
Office of Human Resources
Attn: Selection Services (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” on Question #2 on the State Application (STD. 678). The Selection Services & Recruitment Unit will contact you to make special testing arrangements.

CONTINUOUS FILING
Applications are accepted on a continuous basis. Examinations are scheduled as needs warrant.

SALARY RANGE
$70.24 - $83.90 per hour.

*Salary reflects the increase effective 7/1/2017.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION
It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application to the address above. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All State Applications (STD. 678) must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. State Applications (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

POSITION DESCRIPTION
As a medical consultant, provides medical advice and information to the Enforcement Program which is responsible for evaluating medical practices and the professional conduct of licensees. A medical consultant provides medical advice in the investigation of complaints against physicians and surgeons and other Board licensees to assure compliance with laws relating to professional and individual competence; obtains information and evidence which requires the immediate knowledge of professional medicine to secure; reviews medical records to determine whether the records, x-ray, and laboratory findings support the actual diagnosis and treatments performed; assures compliance with staff, organization, and record-keeping provisions of the
Business and Professions Code; interprets the medical significance of information and evidence; participates in interviews of witnesses and interested parties to secure information relating to medical practices; participates in interviews with physicians who are the subject of an investigation to obtain explanations about their medical practice or behavior; makes a general assessment of their competence; confers with and obtains the cooperation of recognized expert medical reviewers concerning the specialized practices of medicine and special or unusual medical and surgical procedures and techniques; consults with the Attorney General's Office as part of a case management team; may be called upon to testify; conducts office conferences or discussions with physicians whose medical practice or behavior is considered below community standards; makes recommendations regarding the appropriateness of voluntary or mandatory competency testing and arranges for the administration of such testing; participates in interviews with physicians on probation to document their adherence to terms of probation; represents the Board before professional or lay groups; and prepares and dictates correspondence.

Positions are filled as Permanent Intermittent.

Positions exist in Northern and Southern California. State Applications (STD. 678) will not be accepted on a promotional basis. Career credits do not apply.

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.

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 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.
6. Communicate effectively.
ADDITIONAL 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, service as a medical expert to the Medical Board of 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.

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 the Department of Consumer Affairs. Names of successful candidates will be added to the existing list. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

ADDITIONAL INFORMATION

Due to recent Governor’s reorganization, the Medical Consultant – Enforcement positions report to Division of Investigation and not Medical Board of California.

VETERANS PREFERENCE POINTS

Veterans’ preference credit 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 veterans’ preference credit.

QUESTIONS

If you have any questions concerning this announcement, please contact Brenda Bweupe at the Department of Consumer Affairs, Selection Services and Recruitment Unit, 1625 North Market Blvd., Suite N-321, Sacramento, CA 95834, (916) 574-8305.

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
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, Selection Services and Recruitment 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 www.jobs.ca.gov, local offices of the Employment Development Department and the Department of Consumer Affairs.

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). 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.

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.
SUPPLEMENTAL APPLICATION
Medical Consultant – Enforcement

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 the Curriculum Vitae, 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 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
I. 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  
DCA 831A FORM

EXAM TITLE: MEDICAL CONSULTANT (ENFORCEMENT) EXAM

CANDIDATE NAME: ____________________________

POSITIONS ARE AVAILABLE IN VARIOUS LOCATIONS 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.

TYPE OF APPOINTMENT YOU WILL ACCEPT

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

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

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.

Please place a check in the box next to any county in which you are willing to work:

- 0400 Butte
- 4500 Shasta
- 3400 Sacramento
- 4900 Sonoma
- 0100 Alameda
- 3800 San Francisco
- 4300 Santa Clara
- 2700 Monterey
- 1500 Kern
- 1000 Fresno
- 5600 Ventura
- 3800 San Bernardino
- 1900 Los Angeles
- 3700 San Diego