



MEDICAL CONSULTANT - LICENSING 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 the 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) and Supplemental Application to:

MAIL OR HAND DELIVER TO:

Department of Consumer Affairs
Attn: Selection Services (D. Vandre)
1625 N. Market Blvd. Ste. N-321
Sacramento, CA 95834

CONTINUOUS FILING

Continuous Filing Examination – 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 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 certificate issued by the American Board of Medical Specialties or the American Osteopathic Association. **AND**

Experience: Either

1. 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
2. Five years of experience in the field of medicine which must include experience in a teaching capacity in an approved medical school or ACGME residency program. Or
3. Four years as a former member of the Medical Board of California.

SPECIAL PERSONAL CHARACTERISTICS

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

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**POSITION
DESCRIPTION**

As a medical consultant, provide technical expertise in medical education and training programs to the Licensing Program to assist in the evaluation of applicants for licensure in California; secures and evaluates the curriculum from international medical schools to determine whether it meets California's educational requirements; participates in site visits and evaluations of fellowship and training programs; evaluates applicants' discipline or malpractice history; participates in interviews with applicants for licensure and provides a recommendation to management on the disposition of the application; performs research on issues of interest to the Division of Licensing; represents the Board before professional or lay groups; and prepares and dictates correspondence and issue papers.

Positions are filled as Permanent Intermittent.

**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.

The Supplemental Application includes an evaluation of medical teaching experience.

**EXAMINATION
SCOPE**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis on the 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 licensure and education.
4. Critical medical issues and trends in practice, education, and emerging medical specialties.
5. Principles, aims, methods, and trends of medical education.
6. Administration, curriculum, procedures of providers of education services.

Ability to:

1. Analyze problems and take effective action.
2. Prepare written and oral reports which are clear, concise, and objective.
3. 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 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.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

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 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

Medical Consultant (Licensing) Medical Board of California

Name _____ Phone _____

Address _____ (work) _____

License # _____

Completion of this form is a necessary part of the selection process and must be submitted **along** with the State application (std.678) and CV, to the:

Department of Consumer Affairs
Selection Services and Recruitment Unit
1625 N. Market Blvd., Suite N321
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.

Be sure to answer all questions completely and accurately. Some questions ask you to provide specific information so we may evaluate your qualifications. Describe specific, relevant examples from your background. **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

Briefly describe your experience evaluating students and post-graduate trainees to advance them on to graduation or licensure. Have you ever failed a student or trainee?