



**DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT**



**HEALTH RECORD TECHNICIAN II
(SPECIALIST)**

OPEN

6FV42

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

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.

SPOT FOR: Fairview Developmental Center

FINAL FILING DATE: March 18, 2016 by 4:30 p.m.

Applications (Form STD-678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Faxed applications or resumes will not be accepted.

Applications may be downloaded from State Personnel Board website at <http://www.spb.ca.gov>. Applications are available and MUST be filed in person or by mail with:

**FAIRVIEW DEVELOPMENTAL CENTER
PERSONNEL/TESTING OFFICE
2501 HARBOR BOULEVARD
COSTA MESA, CA 92626**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an interview.

QUALIFICATIONS APPRAISAL:

It is anticipated that interviews will be held during April 2016.

SALARY RANGE: \$3085 - \$4354

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications must include: "to" and "from" dates (month/day/year); time base; and class titles. Applications received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50.00% of the required time of Pattern I, and additional experience amounting to 50.00% of the required time of Pattern II, may be admitted to an examination as meeting 100.00% of the overall experience requirement.

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**and
Either I**

Two years of experience in the California state service performing the duties of a Health Record Technician I.

Or II

Four years of increasingly responsible medical or health records experience,

performing a variety of tasks including at least two years of coding, indexing, and abstracting health data. (Successful completion of an academic curriculum in medical records science in an accredited school may be substituted for the required general experience on a year-for-year basis.)

THE POSITION

The Health Record Technician II (Specialist) is the journey person level in this series. Persons in these positions abstract diagnostic and treatment information from developmental center medical records; convert data collected into a form for statistical use; and perform other related duties.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

Qualifications Appraisal - Weighted 100.00%

Scope:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Basic medical terminology, human terminology, and human anatomy.
2. Health record systems and methodology used by health facilities.
3. Classification of morbidity and mortality information for statistical purposes.

B. Ability to:

1. Understand and conform to specific basic principles and rules of health data abstracting and coding.
2. Meet and deal tactfully with the public.
3. Communicate effectively.
4. Benefit from academic and in-service training and job experience.

ELIGIBLE LIST INFORMATION:

The resulting eligible list will be used to fill vacancies at **Fairview Developmental Center** only.

Name of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 24 months after it is established.

Veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form STD-678, that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

SEE REVERSE FOR ADDITIONAL INFORMATION

**HEALTH RECORD TECHNICIAN II (SPECIALIST)
CW40 – 1872**

FINAL FILING DATE: March 18, 2016

GENERAL INFORMATION

“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 candidate's responsibility to contact the Fairview Developmental Center's Testing Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact the Fairview Developmental Center's Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front. Applications may also be downloaded from State Personnel Board website at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

THE STATE PERSONNEL BOARD 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.

EXAMINATION LOCATIONS: When a written test is part of the examination, it will be given in such places in California as the number of candidates warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from 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; 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.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

VETERANS' PREFERENCE CREDITS are awarded in open and open nonpromotional entrance examinations requiring *less than two years of experience and equivalent to graduation from a four-year college*. In OPEN examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans received 10 points. Eligible disabled veterans receive 15 points. In OPEN NONPROMOTIONAL examinations, eligible veterans receive five points. Eligible disabled veterans receive 10 points. Individuals who receive veterans points are not eligible for career credits. No veterans' preference credits will be allowed once a veteran achieves permanent civil service status. Directions for applying for veterans' preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate is considered to have the 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.

DT/O (Rev. 10/86) FDC 02/16

DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9th Street, P.O. Box 944202, Sacramento, CA 94244-2020
Telephone: Public: (916) 654-1625 TDD: Voice of Hearing Impaired (916) 654-2054

Canyon Springs
69-696 Ramon Rd.
Cathedral City, CA 92234
Public: (760) 770-6260
TDD: (760) 770-2590

**Fairview
Developmental Center**
2501 Harbor Blvd.
Costa Mesa, CA 92626
Public: (714) 957-5121
TDD: (714) 957-5512

**Porterville
Developmental Center**
26501 Avenue 140
Porterville, CA 93257
Public: (559) 782-2222
(559) 782-2322

**Sonoma
Developmental Center**
P.O. Box 1493
Eldridge, CA 95431
Public: (707) 938-6339
TDD: (800) 735-2929

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