CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

SENIOR HEALTH PHYSICIST
Schematic Code: HX20 Classification Code: 3802 Exam Code: 6H1BC

Examination Type: Open Continuous

FINAL FILING DATES
Testing is considered continuous as dates can be set at any time. 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. Once you have taken the examination, you may not retest for 12 months from the established list date.

Applications must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam. The filing dates are:

March 12, 2018
September 12, 2018
March 12, 2019

SALARY
$6,819 - $8,900 per month

EQUAL EMPLOYMENT OPPORTUNITY
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.
WHO CAN APPLY
Persons who meet the minimum qualifications as stated on this announcement may take this competitive examination.

MINIMUM QUALIFICATIONS
Either One
Two years of experience performing the duties of an Associate Health Physicist in California state service.

Or Two
Four years of professional experience in health physics or a closely related field, at least two years of which must have included responsibility for a major program in radiological health in a supervisory capacity.

AND
Graduation from college with a major in radiologic health, radiologic science, health physics, engineering, mathematics, physical science or a closely related field. (One year of full-time graduate work in radiologic health, radiologic science, health physics, engineering, mathematics, physical science, life science may be substituted for one year of the required general experience.)
The required degree must have been obtained from a recognized U.S. university or from a foreign university approved by the Bureau of Private Postsecondary and Vocational Education under the provision of California Education Code Chapter 3, Part 59, Division 10.

GENERAL QUALIFICATIONS
All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health consistent with the ability to perform the assigned duties of the class.

POSITION DESCRIPTION
TYPICAL TASKS
This is the first supervisory level in this series. Incumbents, under general direction, plan, organize, and direct a specific major program for the regulation and control of sources of ionizing radiation; provide high level consultation, technical assistance, and training in health physics, radiation detection, measurement, and protection to State and local agencies and others; develop criteria for radioactive materials licensing; develop criteria and procedures for inspecting installations for potential or existing radiation hazards; prepare plans and direct field operations to obviate health hazards caused by radiation accidents; plan and conduct special studies and investigations and develop and disseminate findings, correlate and interpret the findings, investigations and studies of other disciplines as they relate to the field of health physics; prepare recommendations and assist in the development of
radiation control rules and regulations; develop and disseminate information to the public; prepare and review technical reports and correspondence; address interested groups; and do other related work. Positions in this class are supervisory. Incumbents perform duties which are substantially different from those of subordinates and have the authority, in the interest of management to: hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline other employees, or responsibly direct them or adjust their grievances, or effectively recommend such action. The intent is to exclude lead persons.

HOW TO APPLY
To apply for this examination, please complete and return the following:

STANDARD STATE APPLICATION (FORM 678)

COPY OF UNOFFICIAL/OFFICIAL COLLEGE TRANSCRIPTS

Applications and any additional documents must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Submit (California State Application STD 678) and any additional documents to:

By Mail:

DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
P.O. Box 997378 MS 1700 – 1702
Sacramento, CA 95899-7378

Drop Off:

DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
1615 Capitol Avenue
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS
TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
THROUGH EMAIL, FAX, OR INTER-AGENCY MAIL

CONTACT INFORMATION
All questions regarding this examination (including the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc.) may be directed to the contact information below:

PHONE NUMBER: 916-552-8959
EXAMINATION INFORMATION
The examination will consist of a Qualifications Assessment and is the sole component of the Senior
Health Physicist examination. To obtain a position on the eligible list, a minimum score of 70% must be
received. The Qualifications Assessment is designed to elicit specific information regarding each
candidate's education, training, and experience relative to the testing classification. Responses to the
questionnaire will be assessed based on pre-determined rating criteria. The Qualifications
Assessment package will be emailed to the applicant in the form of a survey. Please monitor your email account's SPAM, Junk, Bulk, etc. Folder(s) as the examination email may be filtered
depending on your specific account settings.

The participating department's reserves the right to revise the examination plan to better meets the needs of the service if the circumstances under which this examination has changed. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

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. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications must include “to” and “from” dates (month/day/year), time base, job titles and/or
civil service class title(s), and range (if applicable) for all work experience. College course Information must include title, number of semester or quarter units, name of institution, completion dates, and degree. Applications received without this information will be rejected. Applicants must submit a copy of either official or unofficial transcripts along with the application when using education to meet the entrance requirements for this examination.

SCOPE OF EXAMINATION: Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:
1. Appropriate leadership and staff management techniques including corrective action and
   progressive disciplinary techniques to comply with departmental policies.
2. Basic research techniques to carry out daily duties.
   ANSI standards pertaining to X-ray machines and radioactive material and the users of these.
4. Effective time management techniques that provide for prioritization and completion of work
   assignments for self and subordinate staff.
5. Emergency response procedures needed to respond to accidents involving radioactive
   materials.
6. Registration, licensing and inspection principles and procedures used to evaluate X-ray and
   radioactive material use in California.
7. Internal policies related to licensing, registration, and enforcement activities to carry out program
   objectives.
8. Various computer programs used for registration, certification, licensing, compliance, and
   emergency response activities.
10. Proper spelling, grammar, punctuation, and sentence structure to ensure that all written
materials prepared and reviewed are free of any mechanical errors.
11. Quality control procedures applicable to the general field of radiation.
12. Radiation detection instrumentation to carry out daily duties and emergency response situations.
13. Regulations and standards when evaluating applications for x-ray certification, registration, inspection, and radioactive material use.
14. The development of radiation control rules and regulations to generate state and comply with federal requirements.
15. Policies and procedures for development of bill analysis.
16. Budget expenditures, revenues, and contracts to meet program needs.
17. The supervisor’s role in the implementation of the Equal Employment Opportunity (EEO) and the Americans with Disabilities Act when hiring, promoting, dealing with staff and maintaining a work environment that is free of discrimination and harassment.
18. Policies and procedures for contract management when dealing with vendors and employee’s to carry out program objectives.
19. The departments required format, style, and standards for written materials to ensure that materials are in conformance with such standards.

Skill to:
1. Analyze radiation program elements when carrying out daily duties.
2. Handle and resolve conflicts, confrontations, and disagreements in a positive, constructive manner to minimize negative impact.
3. Introduce changes in the work unit in a positive manner to carry out program objectives.
4. Apply appropriate leadership and staff management techniques.
5. Effectively lead a group, including coaching and mentoring, to improve performance, productivity and expertise.
6. Identify project resources and deadlines in order to prioritize work assignments, establish timelines for completion, and to assure that project goals are met.

Ability to:
1. Anticipate and meet the needs of customers and users of services.
2. Communicate both orally and in writing, with staff the public, and local agencies to provide information and direction.
3. Develop policies and procedures to carry out program objectives.
4. Exercise good sound judgment and common sense when making decisions.
5. Adapt to changes and priorities of work assignments and policies which may impact courses of action for completion of projects and assignments.
6. Assume lead responsibilities for the section to effectively delegate and promote program objectives.
7. Develop and maintain effective working relationships with the public and those contacted during the course of business.
9. Evaluate and review licensees', registrants, and other user's compliance with regulations and health and safety criteria.
10. Evaluate technical information using health physics practices to carry out daily duties.
11. Interpret and apply State Public Health regulations and laws.
12. Provide technical assistance and consultation in radiation detection, measurement, and protection to state and local agencies, laboratories, medical, industrial, and engineering professionals.
13. Recognize when internal and external staff needs education and/or training to comply with Radiologic Health Branch guidance.
14. Review staff work for completeness and accuracy.
15. Contribute and support departmental organizational goals.
16. Use mathematical equations related to radiation to carry out daily duties.

ELIGIBLE LIST INFORMATION
Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the open eligible list established for use by the Department of Public Health in order of final scores regardless of testing date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERAN’S PREFERENCE
Pursuant to Government Code Section 18973.1, Veteran’s Preference will be awarded in this examination 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; 3) Veterans’ Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS’ PREFERENCE
The California State Jobs’ website (www.jobs.ca.gov) has information on how to apply for Veterans’ Preference on their website and on the Application for Veterans’ Preference form (CalHR 1093) (https://jobs.ca.gov/PDF/SPB1093.pdf). Additional information is also available at the Department of Veterans Affairs website (http://www.cdva.ca.gov).

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

The California Relay (Telephone) Service for the deaf or hearing impaired:
MCI from TDD: 1-800-735-2929  MCI from voice telephone: 1-800-735-2922
Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-537
CONDITIONS OF EMPLOYMENT (631)
Examination Title: Senior Health Physicist

Name: _____________________________________
(Print: first, middle initial, last)

Final Filing Dates:

March 12, 2018
September 12, 2018
March 12, 2019

If you are successful in your examination your name will be placed on the active employment list and
certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to
accept work or do not reply promptly to communications your name will be placed on the inactive
list.

Locations in which you are willing to work:
Please indicate your choices - you will not be offered a job in locations not checked.

Contra Costa County (0700) _____
Orange County (3000) _____
Sacramento County (3400) _____

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

____ Full Time
____ Part Time (regular hours less than 40)
____ Intermittent (on call)
____ Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

____ Full Time
____ Part Time (regular hours less than 40)
____ Intermittent (on call)
____ Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of
any changes in your address or availability for employment. All correspondence must include your
name, examination title, and identification number.

Signature: _________________________________ Date: _______________________________