



CONTINUOUS OPEN SPOT EXAMINATION FOR DEPARTMENT OF STATE HOSPITALS-ATASCADERO, COALINGA, METROPOLITAN, NAPA, PATTON, SALINAS VALLEY, AND VACAVILLE

PHYSICIAN & SURGEON (SAFETY)

www.dsh.ca.gov

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. 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.

EXAMINATION TYPE

This is an open examination for the Department of State Hospitals. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

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

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**DSH-ATASCADERO
EMPLOYMENT OFFICE
P.O. BOX 7005
ATASCADERO, CA 93423-7001
(805) 468-3384 / TDD (805) 468-2009**

**DSH-COALINGA
SELECTION SERVICES UNIT
P.O. BOX 5002
COALINGA, CA 93210
(559) 935-4305 / TDD (559) 935-7120**

**DSH-METROPOLITAN
SELECTION SERVICES UNIT
11401 SOUTH BLOOMFIELD AVENUE
NORWALK, CA 90650
(562) 863-7011**

**DSH-NAPA
PERSONNEL OFFICE
2100 NAPA-VALLEJO HIGHWAY
NAPA, CA 94558
(707) 253-5611 / TDD (707) 253-5768**

**DSH-PATTON
HUMAN RESOURCES-EXAMS/HIRING
3102 EAST HIGHLAND AVENUE
PATTON, CA 92369
(909) 425-7000 / TDD (909) 862-5730**

**DSH-SALINAS VALLEY
SELECTION SERVICES UNIT
P.O. BOX 1080
SOLEDAD, CA 93960
(831) 678-5500 EXT. 7335**

**DSH-VACAVILLE
SELECTION SERVICES UNIT
P.O. BOX 2297
VACAVILLE, CA 95696
(707) 449-6514**

California Relay for the hearing impaired:
From a TDD Phone (800) 735-2929
From a Voice Phone (800) 735-2922

**EXAMINATION
ELIGIBILITY
LIMITATION**

A candidate may be tested only once during any testing period. The testing period for this classification is Once every 12 months. If you have taken an examination for this classification with the Department of State Hospitals- Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, or Vacaville within the last 12 months, you are not eligible to compete in this examination.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

FINAL FILE DATE	Continuous Testing – No Final File Date. Testing is considered continuous as dates can be set at any time.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.
IDENTIFICATION REQUIRED	Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
EXAMINATION DATES	Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.
SALARY RANGE	<p><u>Salary Ranges:</u></p> <p>Range V: \$15,970 - \$16,769*</p> <p>Range W: \$16,857 - \$17,700*</p> <p>Range Y: \$17,745 - \$18,634*</p> <p>*Salary reflects the increase effective 7/1/2015.</p> <p>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.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>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 Examination and/or Employment Application form indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.</p>
MINIMUM QUALIFICATIONS	<p>Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and Completion of an internship in an approved hospital. (Applicants serving an internship will be admitted to the examination, but they may not be appointed until they meet the other requirements stated above.)</p>
SPECIAL PERSONAL CHARACTERISTICS	Willingness to work at State hospitals contracting with the Department of State Hospitals for diagnostic and treatment services; demonstrated leadership ability; understanding of the problems of developmentally or mentally disordered offenders; patience; and ability to handle stressful situations.
SPECIAL PHYSICAL CHARACTERISTICS	Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.
JOB DESCRIPTION	Under medical supervision, to perform assigned medical work in the Department of Developmental Services or Department of State Hospitals; and to do other related work.
DRUG TESTING REQUIREMENT	Applicants for positions in this class are required to pass a drug- screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)
POSITION LOCATION(S)	Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, and Vacaville.

**EXAMINATION
INFORMATION**

This examination may consist of a Qualifications Appraisal weighted 100%.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Candidates who do not appear for the interview will be disqualified.**

**EXAMINATION
SCOPE**

Qualifications Appraisal – Weighted 100%

Knowledge of:

1. Methods and principles of general medicine and skill in their application.
2. Methods and principles of surgery and skill in their application.
3. Recent developments in general medicine and surgery.
4. Hospital organization and procedure.
5. Gross pathology and interpreting autopsy findings.
6. Psychiatric social work, physical therapy, and the various rehabilitation therapies.
7. Methods of diagnosing and treating elementary mental disorders.
8. Principles of effective supervision.
9. Directing the work of medical personnel.

Ability to:

1. Interpret autopsy findings.
2. Examine, diagnose, and treat physical and elementary mental disorders.
3. Interpret laboratory analyses and x-rays.
4. Direct the work of medical personnel.
5. Instruct in the principles and practices of general medicine and surgery.
6. Prepare and supervise the preparation of case histories and the keeping of hospital records.
7. Analyze situations accurately and adopt an effective course of action.

**ELIGIBLE LIST
INFORMATION**

Departmental open eligible lists will be established for the Department of State Hospitals- Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, and Vacaville. The eligible lists will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, and Vacaville. Names of successful competitors are merged onto the lists in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS'
PREFERENCE**

Veterans' preference will be granted in this examination.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

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

Examination and/or Employment Application (STD. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at www.CalHR.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of State Hospitals 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 law 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 competitors and 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 one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors 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.

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, nonpromotional 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 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)

DEPARTMENT OF STATE HOSPITALS

Selection Services Unit
1600 9th Street, Room 121
Sacramento, CA 95814

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