



MEDICAL CONSULTANT I

(DEPARTMENTAL - OPEN EXAMINATION)

EXAM CODE: 9BP16

Department:	Department of Social Services
Final File Date:	Continuously Filing
Exam Type:	OPEN Departmental
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Salary:	MONTHLY-RANGED-SALARY - \$8,885 - \$13,152
Location:	Covina Fresno Los Angeles Oakland Roseville Sacramento San Diego Stockton

EEO

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(s)), and sexual orientation.

DRUG FREE STATEMENT

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.

WHO SHOULD APPLY?

This is an OPEN departmental examination for the California Department of Social Services. Anyone who meets the minimum qualifications as stated may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not reapply for twelve (12) months.

POSITION DESCRIPTION

The Medical Consultant, under general direction and supervision in a Disability Determination Services Division Branch Office, reviews and interprets medical and other evidence submitted by physicians and other sources to assist in determining an applicant's eligibility for disability benefits which involve mental impairments. Applicants for disability include both adults and children.

FILING INSTRUCTIONS

Standard State Application (STD.678) and the Supplemental Application must be filed together.

Application (STD) can be obtained at: <http://jobs.ca.gov/pdf/std678.pdf>

Supplemental Application can be obtained at:

http://www.dss.cahwnet.gov/cdssweb/entres/pdf/DSS_MC_SUP_APP.pdf

The examination title must be included on the application.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

FILE BY MAIL:

California Department of Social Services
Personnel Bureau, Exam Unit
PO Box 944243
Sacramento, CA 94244-2430

FILE IN PERSON:

California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

MINIMUM QUALIFICATIONS

License: Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California (formerly known as California Board of Medical Quality Assurance) or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval by the Medical Board of California (formerly known as California 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

Experience: One year of experience in the practice of medicine exclusive of the internship.

Note: Applicants must show their license/certificate number, title, and expiration date on their application.

EXAMINATION INFORMATION

SUPPLEMENTAL APPLICATION - WEIGHTED 100%

A candidate may be tested only once during any 12 month period. This examination will consist of a Supplemental Application only. The information on the Supplemental Application will be assessed competitively based on each candidate's relevant training and experience. The Supplemental Application will be evaluated competitively by rating criteria.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the experience and/or education requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understood, and possess the minimum qualifications required.

Applications and resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications without this information will be rejected from this examination.

KNOWLEDGE AND ABILITIES

Scope:

A. Knowledge of:

1. Principles and practices of general medicine and surgery.
2. Ancillary services.
3. Methods of diagnosing disorders in claimants for further medical evaluation.

B. Skills to:

1. Analyze situations accurately to make reasoned decisions and adopt effective courses of action.
2. Orally communicate effectively in order to exchange and/or provide information.
3. Prepare written documents.

C. Ability to:

1. Interpret and apply the medical policies and standards of the Department's program.
2. Establish and maintain cooperative relations with those contacted in the work analyze situations accurately and take effective action.
3. Use computer effectively.

SPECIAL PERSONAL CHARACTERISTICS

1. Remain objective in case analysis and provide decisions free of personal biases.
2. Patience.
3. Emotional stability.
4. Have and maintain current certifications in areas such as board certifications.

VETERANS PREFERENCE

Veterans preference credit will not be granted in this examination as it does not qualify as an entrance examination under the law.

DISCLAIMER

Please click on the link below to review the official class specification:

<http://www.calhr.ca.gov/state-hr-professionals/pages/7784.aspx>

GENERAL INFORMATION

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 compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Social Services 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.

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

Candidates needing special testing arrangements due to a disability must mark the appropriate option on the application and/or contact the testing department.

Criminal Record Clearance Information: Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

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.

Eligible 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, 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 the bulletin.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 944243
SACRAMENTO, CA 94244-2430
(916) 657-1762**

California Relay Service for the Deaf or Hearing Impaired from TDD phones call: 1-800-735-2929 or from voice phones call: 1-800-745-2922.