



OPEN EXAMINATION

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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 this examination.
HOW TO APPLY	<p>Please submit State Application (STD 678), Supplemental Application, and Curriculum Vitae to the address indicated below. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CaHR). The State and Supplemental Applications are available by clicking on the following links:</p> <ul style="list-style-type: none"> • The State Examination Application (Std. 678) • Supplemental Application <p>Submit State Application (STD 678), Curriculum Vitae (CV), and Supplemental Application to: MAIL or HAND DELIVER TO: Department of Consumer Affairs Attn: Selection Services (D. Vandre) 1625 North Market Blvd., Suite N-321 Sacramento, CA 95834</p>
CONTINUOUS FILING	Continuous Filing Exam – 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	<p>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.</p> <p>NOTE: All applications must include: “to” and “from” dates (month/day/year) and time base. Applications received without this information may be rejected.</p>
MINIMUM QUALIFICATIONS	<p>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</p> <p>Possession of a valid medical or osteopathic specialty certificate issued by the American Board of Medical Specialties or the American Osteopathic Association, or a specialty board approved by the Medical Board of California. AND</p> <p>Experience: 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.</p>
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>Experience performing peer review as demonstrated by:</p> <ol style="list-style-type: none"> 1. Membership in a medical records review or utilization committee at a national, state, county or an approved hospital level. Or 2. Former member of the Medical Board of California, service as a medical expert to the Medical Board or performing peer review for the Medical Board. Or 3. Member of a formal body charged with the review of standards or criteria of medical care.
SPECIAL PERSONAL CHARACTERISTICS	Demonstrated ability to work cooperatively with others; integrity; initiative; good judgment; dependability; tact; courtesy; high professional ethics.
POSITION DESCRIPTION	Under the general direction of the field office Supervising Investigator, incumbent serves as a medical consultant to the Enforcement Program evaluating the professional competence of physicians and surgeons and allied health professionals; provides medical expertise in the review of medical investigations and evaluations of the professional conduct of licensees in relation to the requirements of the law; arranges and coordinates the expert review of medical records; inspects medical records to ensure compliance with the law; counsels physicians whose medical practice or behavior is considered below acceptable standards; and performs other functions as related. Positions are filled as Permanent Intermittent.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

CURRICULUM VITAE (CV) AND SUPPLEMENTAL APPLICATION REVIEW WEIGHTED – 100%

**EXAMINATION
INFORMATION**

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 work experience, knowledge, skills, abilities, and potential to effectively perform the functions relative to this classification.

The Supplemental Application will include an evaluation of the following information:

- I. **WORK EXPERIENCE, as indicated on the CV**
 - II. **PEER REVIEW EXPERIENCE, as indicated on the supplemental application form**
 - III. **AMERICAN BOARD OF MEDICAL SPECIALTIES, as indicated on the CV**
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**EXAMINATION
SCOPE**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis on the CV and 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 (Division of Investigation) relating to medical practice.
4. Methods of diagnosis and treating medical disorders.
5. Pathology and interpretation of autopsy findings.
6. Medical specialties.

Ability to:

1. Conduct effective interviews.
 2. Exercise sound medical judgment in reviewing conflicting medical reports and preparing opinions.
 3. Analyze problems and take effective action.
 4. Perform administrative tasks.
 5. Dictate correspondence and prepare reports.
 6. Communicate effectively.
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**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 eligible list. Candidates will have eligibility for 24 months after it is established.

**ADDITIONAL
INFORMATION**

Due to recent Governor's reorganization, the Medical Consultant – Enforcement positions report to Division of Investigation and not Medical Board of California.

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.

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 progress notice is not received.

If you meet the requirements to participate in this examination your Application, Supplemental Application, and Curriculum Vitae 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

<p style="text-align: center;">Medical Consultant – Enforcement Medical Board of California</p>
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Name _____ Phone (home) _____
(Please Print)

(work) _____

Address _____ License No _____

Completion of this form is a necessary part of the selection process and must be submitted **along** with the State Application (std. 678) and the Curriculum Vitae, to the Department of Consumer Affairs, Selection Services Unit, 1625 North Market Blvd., Suite N-321, 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 job-related information to determine between the well qualified, qualified, and not-qualified competitors.

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. PEER REVIEW EXPERIENCE

Please include significant private medical experience you have in evaluating the professional competence of physicians, surgeons and allied health professionals; and medical expertise in the review of medical investigations, medical records, and coordinating the activities of the peer review panel. For purposes of this examination, “significant” means experience in which you spent more than half of your time on this duty. Begin with your most recent position.

Additional sheets may be used (each sheet must state your full name)