

# MEDICAL CONSULTANT-ADVISORY (Permanent Intermittent)



## OPEN EXAMINATION FOR DEPARTMENT OF CONSUMER AFFAIRS

[www.dca.ca.gov](http://www.dca.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. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. 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 MAY APPLY

Applicants who meet the minimum qualifications stated in this announcement and who have not taken the examination in the last 12 months may apply for this examination.

### HOW TO APPLY

Please submit both, a **State Application (STD 678)** and **Supplemental Application** to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR)**. The State Application and Supplemental Applications are available by clicking on the following links:

- **State Application (STD 678)**
- **Supplemental Application**

### WHERE TO APPLY

#### MAIL OR HAND DELIVER TO:

Department of Consumer Affairs  
Office of Human Resources  
Attn: Selection Services (T. Sherel)  
1625 North Market Blvd, Suite N-321  
Sacramento, CA 95834

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the State Application (STD. 678). The Selection Services & Recruitment Unit will contact you to make special testing arrangements.

### CONTINUOUS FILING

**Continuous Testing – No Final File Date.** Applications are accepted on a continuous basis. Examinations are scheduled as needs warrant.

### SALARY RANGE

\$64.25 - \$76.76 per hour.

\*Salary reflects the increase effective 7/1/2015.

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.

### 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 to the address above. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

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

### POSITION DESCRIPTION

As a medical consultant, provide technical expertise in medical education and training programs to the Licensing Program to assist in the evaluation of applicants for licensure in California; secures and evaluates the curriculum from international medical schools to determine whether it meets California's educational requirements; participates in site visits and evaluations of fellowship and training programs; evaluates applicants' discipline or malpractice history; participates in interviews with applicants for licensure and provides a recommendation to management on the disposition of the application; performs research on issues of interest to the Division of Licensing; represents the Board before professional or lay groups; and prepares and dictates correspondence and issue papers.

**POSITION  
DESCRIPTION  
CONTINUED**

Positions are filled as Permanent Intermittent.

**POSITION  
INFORMATION**

Positions exist in Northern and Southern California. State Applications (STD. 678) will not be accepted on a promotional basis. Career credits do not apply.

**MINIMUM  
QUALIFICATIONS**

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 Possession of a valid medical or osteopathic specialty certificate issued by the American Board of Medical Specialties or the American Osteopathic Association. And Experience: Either

1. 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. or
2. Five years of experience in the field of medicine which must include experience in a teaching capacity in an approved medical school or ACGME residency program. or
3. Four years as a former member of the Medical Board of California.

**EXAMINATION  
INFORMATION**

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

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

The Supplemental Application includes an evaluation of medical teaching experience.

**EXAMINATION  
SCOPE**

**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 relating to licensure and education.
4. Critical medical issues and trends in practice, education, and emerging medical specialties.
5. Principles, aims, methods, and trends of contemporary medical education.
6. Administration, curriculum, procedures of providers of continuing education services.

**Ability to:**

1. Analyze problems and take effective action.
  2. Prepare written and oral reports which are clear, concise, and objective.
- Communicate effectively with administrative and technical staff, peers, Board members, and applicants with regard to areas of responsibility.

**SPECIAL  
PERSONAL  
CHARACTERISTICS**

Demonstrated ability to work cooperatively with others; emotional stability; integrity; initiative; good judgment; dependability; tact; courtesy; high professional ethics.

**ELIGIBLE LIST  
INFORMATION**

A departmental open eligible list will be established for the Department of Consumer Affairs. Name of successful candidates will be added to the existing list. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS  
PREFERENCE  
POINTS**

Veteran's preference credit 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 veterans' preference credit.

**QUESTIONS**

If you have any questions concerning this announcement, please contact Tina Sherel at the Department of Consumer Affairs, Selection Services and Recruitment Unit, 1625 North Market Blvd, Suite N-321, Sacramento, CA 95834, (916) 574-8388.

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

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## GENERAL INFORMATION

**The Department of Consumer Affairs** 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.

**It is the candidate's responsibility** to contact the Department of Consumer Affairs, Selection Services and Recruitment Unit, at (916) 574-8370 three weeks after the final file date if he/she has not received a progress notice.

**Examination Locations:** Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), local offices of the Employment Development Department and the Department of Consumer Affairs.

**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 rated and scored according to pre-determined rating criteria. All candidates who pass will be ranked according to their scores.

**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.

**Employment 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, and 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.

**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, Non-Promotional 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.

# SUPPLEMENTAL APPLICATION

<p style="text-align: center;"><b>Medical Consultant (Advisory)</b> <b>Medical Board of California</b></p>
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Name \_\_\_\_\_ (Home) \_\_\_\_\_  
(Please Print)

(Work) \_\_\_\_\_

Address \_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_

Completion of this form is a necessary part of the selection process and must be submitted along with the State Application (std. 678) and Curriculum Vitae (CV), 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 enough job-related information to determine between the well qualified, qualified and not-qualified competitors.

**ALL CANDIDATES MUST COMPLETE THE QUESTIONS. Be sure to answer all questions completely and accurately. OMITTED INFORMATION CANNOT BE CONSIDERED OR ASSUMED.**

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. MEDICAL TEACHING EXPERIENCE (Bullet points are acceptable)**

Briefly describe your experience in medical teaching, education, evaluation of medical education programs, evaluation or implementation of curriculum, evaluation of clinical (year 3-4) programs, and/or post-graduate training.

**II. Areas of Expertise (additional paper may be used)**

Briefly describe:

- Your areas of expertise that you offer in order to provide advice to the Board
- Areas where you have research skills or expertise knowledge in the emerging issues facing the Board. (Bullet points are acceptable as are references to information on your CV. Please list no more than three.)