



## Classification Specifications

**U.GOV** **Human Resources**

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### Health Program Adviser/Specialist/Manager Series

California State Personnel Board Specification

Series established June 11, 1981

**Scope**

This series specification describes classes which perform a variety of tasks related to health program administration, including the provision of consultation to State, Federal and local agencies in the planning, implementation, evaluation and monitoring of health programs, special studies or projects. In the course of these activities, Health Program Advisers/Specialists/Managers develop, evaluate and research health policy issues; coordinate health program activities; disseminate information to agencies; prepare, monitor and evaluate contracts for compliance with health regulations; develop and submit grant proposals for funding; define new programs and identify resources required; apply and recommend changes in health regulations, policies and procedures; plan and perform staff work for health-related advisory committees; perform or supervise complementary staff support functions; manage or supervise complex major health programs or projects; and represent the department in dealings with local, State, Federal and private jurisdictions.

Health Program Adviser/Specialist/Manager Series Specification -  
Class Titles and Codes

Schem Code	Class Code	Class
KH12	8337	Associate Health Program Adviser
KH10	8338	Health Program Specialist I
KH06	8336	Health Program Specialist II
KH08	8427	Health Program Manager I
KH04	8428	Health Program Manager II
KH02	8429	Health Program Manager III

<http://www.calhr.ca.gov/state-hr-professionals/pages/8337.aspx>

## Tips for Exams

- Be specific about the time periods for the experience listed
- If the job had a health element, emphasize that aspect in the description
- Use language from the job specification to illustrate the experience
- Include transcripts for completed degrees
- If you are rejected, follow up

## Tips for Applications

- Be sure you include all of the requested information (application, SOQ, etc.)
- Look for Statement of Qualifications Questions with applications (they may be hard to find and in a different part of the job description that is posted)

## California Tobacco Control Program (CTCP) Job Opportunities

- Associate Health Program Advisor
- Health Program Manager I  
(uses Staff Services Manager I List)
- Health Program Specialist I and II
- Research Scientist II
- Research Scientist Supervisor I
- Associate Government Program Analyst
- Internships/Practicum Projects