

HOW TO APPLY:

Click here for the job description and application instructions: [Job Posting](#)

For those new to applying to State government positions, there are three “steps” to complete:

- **Step 1: Create a CalCareers Account:** This [video](#) from the California Department of Human Resources provides a tutorial on how to create an account and get started with the [CalCareers website](#). Head here to [create a CalCareers account](#).
- **Step 2: Establish Eligibility:** To be eligible for this position, applicants must take and pass the [Health Program Specialist I](#), “examination,” which is a self-assessment questionnaire. This exam is online, and you will receive your score immediately after completion. There are two parts to this step:
 - First, **submit an exam “application” electronically** by selecting “Apply Now” on the Health Program Specialist II examination bulletin (see link above). Once you submit your “application” for the exam electronically, select “Take MQs” to answer the minimum qualification questions.
 - After you have answered the minimum qualification questions, **select “Take Online Exam”** to complete the self-assessment questionnaire, which requires short answers and work experience, education, or training references to support your stated experience.
- **Step 3: Apply to the Position:** After you take the exam and establish eligibility, you must then apply for the actual position itself.
 - Please note: You will need to click on “Apply Now” on the upper right of the [job posting webpage](#). It will take you to the next page, which will show “Can I apply for this job?” – click on “I have eligibility” and then click “Apply for This Position” to start the application. **The deadline for applying to the position is Monday, March 11, 2024**

QUESTIONS?

For any questions about the application process, please contact CDPH Human Resources Division, (916) 445-0983, Apply@cdph.ca.gov

For any questions about the position above, please contact Elena Costa, Violence Prevention Program Section Chief at Elena.Costa@cdph.ca.gov