

This bulletin cancels and supersedes the bulletin issued 2/2/09



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

www.dmh.ca.gov

OPEN SPOT EXAMINATION FOR ATASCADERO, METROPOLITAN AND NAPA STATE HOSPITALS

ASSISTANT COORDINATOR OF NURSING SERVICES

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age (40 and above), religion, marital status, national origin, ancestry, disability (mental and physical, including HIV/AIDS), medical condition (i.e., cancer or genetic characteristics), political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. 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.

EXAMINATION TYPE

This is an open spot examination for Atascadero, Metropolitan and Napa State Hospitals, for the Department of Mental Health. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

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

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**ATASCADERO STATE HOSPITAL
EMPLOYMENT OFFICE
P.O. BOX 7005
ATASCADERO, CA 93423
(805) 468-3384 / TDD (803) 468-2009**

**METROPOLITAN STATE HOSPITAL
SELECTION SERVICES UNIT
11401 SOUTH BLOOMFIELD AVENUE
NORWALK, CA 90650
(562) 863-7011 / TDD (562) 863-1743**

**NAPA STATE HOSPITAL
PERSONNEL OFFICE
2100 NAPA – VALLEJO HIGHWAY
NAPA, CA 94558-6293
(707) 253-5611 / TDD (707) 253-5768**

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE

March 2, 2009. Examination and/or Employment Application forms must be **POSTMARKED** no later than the final filing date. Examination and/or Employment Application forms postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted. Examination and/or Employment Application forms must have an original signature; therefore, faxed forms will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ASSISTANT COORDINATOR OF NURSING SERVICES TN69/8132/9AH02/9ML01/9NH07 Final Filing Date: 03/02/2009

**IDENTIFICATION
REQUIRED**

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

EXAMINATION DATES

Qualifications Appraisal: It is anticipated that interviews will be held during April or May 2009.

SALARY RANGE

\$5,303 - \$6,879 (Actual salary dependent on the level of the candidate's experience and the facility.)

**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. Your signature on your Examination and/or Employment Application form indicates that you have read, understood, and possesses the basic qualifications required.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" **I**, "or" **II**, "or" **III**, etc. For example, candidates are possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Possession of the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nursing. (Applicants who are in the process of securing approval of their qualifications by the Board or Registered Nursing will be admitted to the examination but they must possess all legal requirements as determined by the Board before they will be eligible for appointment.) **AND**

EITHER I

A Bachelor's Degree in Nursing or a related health field with two years supervising experience in a faculty providing in-patient services for developmentally mentally disabled patients.

OR II

Two years supervising experience as a Supervising Registered Nurse or Unit Supervisor with evidence of successful completion of a specialized course in performing physical assessment of developmentally or mentally disabled persons.

OR III

Two years of experience as a Health Services Specialist with evidence of successful completions of specialized course in performing physical assessment of developmentally or mentally disabled persons. **AND**

One year of documented shift lead experience in a California state hospital.

OR IV

Three years of experience in a California state hospital in a nursing classification comparable in level to a Registered Nurse Range B. (two years of which shall have been in a documented shift lead capacity) with evidence of successful completion of a specialized course in performing physical assessment of persons with developmental or mentally disabled.

DEFINITION OF TERMS

i.e. – **Bachelor's Degree** – Satisfaction of the requirements for a bachelor's degree from an accredited college or university. Completion of the number of units typical of four full years of college (120 or more semester units, of 180 or more quarter units.) This means the applicant must show receipt of a bachelor's degree.

**SPECIAL PERSONAL
CHARACTERISTICS**

Demonstrated leadership ability, self-confidence; sympathetic and objective understanding of the problems of developmentally or mentally disabled persons; tact and ability to handle stressful situations. .

POSITION DESCRIPTION

Under the direct supervisor of the Coordinator of Nursing Services, after normal working hours, at a State Hospital, the Assistant Coordinator of Nursing Services has hospital wide responsibility for directing and coordinating emergency nursing services to residents, employees, and visitors of all Department of Mental Health hospitals, adjust staffing when necessary to assure staffing minimums are consistent with Title 22 and JCAH standards, takes charge when internal disasters or any other crisis relating to the delivery of medical nursing services occur, initiates emergency nursing services as needed, coordinates necessary communications with outside public and private sources, plans and assists in the training of nursing staff, acts as coordinator of nursing services in his/her absence, and performs other related duties.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

POSITION LOCATION(S)

Positions are located at Atascadero, Metropolitan and Napa State Hospitals.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview only, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. *Candidates who do not appear for the interview will be disqualified.*

EXAMINATION SCOPE**Qualifications Appraisal, – Weighted 100%****KNOWLEDGE OF:**

1. Professional nursing principles, practices and techniques.
2. Principles and practices used in-training nursing services staff.
3. Administration of medication and narcotics.
4. A supervisor's responsibility for promoting equal opportunity in employment and promotion and for maintaining a work environment that is free of discrimination and harassment.

ABILITY TO:

1. Analyze situations accurately and take prompt, effective action.
2. Observe and evaluate the quality of nursing care, make nursing recommendations and develop and plan of care related to nursing.
3. Evaluate staffing needs based on hospital procedures and take action to assure staffing minimums.
4. Perform evaluations and audits of services provided.
5. Communicate effectively.
6. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION

Departmental open eligible lists will be established for Atascadero, Metropolitan and Napa State Hospitals. The eligible lists will be used to fill vacancies at Atascadero, Metropolitan and Napa State Hospitals only. The lists will be in effect for a minimum of 12 months. They will be abolished after 48 months or the completion of subsequent examinations, whichever occurs first.

VETERANS PREFERENCE

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

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Examination and/or Employment Application (STD. 678) forms are available at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of Mental Health 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 law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide 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 this bulletin.

General Qualifications: Competitors 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.

Veterans' Preference: California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

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, nonpromotional 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. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

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

DEPARTMENT OF MENTAL HEALTH
1600 9th Street, Room 121 Sacramento, CA 9581