



CONTINUOUS EXAMINATION OPEN SPOT FOR COALINGA AND METROPOLITAN STATE HOSPITALS HEALTH SERVICES SPECIALIST (SAFETY)

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 examination for the Department of Mental Health, Coalinga and Metropolitan State Hospitals. 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:

**COALINGA STATE HOSPITAL
SELECTION SERVICES UNIT
PO BOX 5002
COALINGA, CA 93210
(559) 935-4305 / TDD (559) 935-7120**

**METROPOLITAN STATE HOSPITAL
SELECTION SERVICES UNIT
11401 SOUTH BLOOMFIELD AVENUE
NORWALK, CA 90650
(562) 651-3121**

California Relay for the hearing impaired:

From a TDD Phone (800) 735-2929

From a Voice Phone (800) 735-2922

**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

CONTINUOUS TESTING – NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at anytime.

**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.

**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.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION DATES	Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.
SALARY RANGE	\$6,938 - \$8,030
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	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. Your signature on your Examination and/or Employment Application form indicates that you have <u>read</u> , <u>understood</u> , and <u>possess</u> the basic qualifications required.
MINIMUM QUALIFICATIONS	NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.
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 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.
MINIMUM QUALIFICATIONS	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 California Board of Registered Nursing will be admitted to the examination, but they must possess all legal requirements as determined by that Board before they will be eligible for appointment.) and
MINIMUM QUALIFICATIONS	<u>Either I</u>
MINIMUM QUALIFICATIONS	Education/Experience: Bachelor of science degree with a major in a health-related field and one year of nursing experience working with developmentally or mentally disabled persons.
MINIMUM QUALIFICATIONS	<u>Or II</u>
MINIMUM QUALIFICATIONS	Experience: One year of experience performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B, in a California developmental center or State hospital working with developmentally or mentally disabled persons.
MINIMUM QUALIFICATIONS	<u>Or III</u>
MINIMUM QUALIFICATIONS	Experience: One year of experience directing the nursing services of a developmental center or State hospital level-of-care unit during an eight-hour shift working with developmentally or mentally disabled persons.
SPECIAL PERSONAL CHARACTERISTICS	Willingness to work at a State hospital for diagnostic and treatment services; demonstrated leadership ability; tact; patience; and ability to handle stressful situations.
SPECIAL PHYSICAL CHARACTERISTICS	Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.
POSITION DESCRIPTION	At a State hospital, under administrative direction of a Program Director and professional direction of the Coordinator of Nursing Services in a forensic facility, is Responsible for the ongoing monitoring, assessing, and making of recommendations for the maintenance of quality nursing services with primary emphasis on the physical care needs of forensic clients, patients, or inmates in a program on an assigned shift; assures education and training in nursing care is provided to unit personnel; and performs other related duties.
POSITION LOCATION(S)	Coalinga and Metropolitan State Hospitals.

**EXAMINATION
INFORMATION**

This examination will consist of a **Qualifications Appraisal 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%**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. California healing arts licensure laws and regulations.
2. Regulations pertaining to hospital licensing, certification, and accreditation.
3. Principles and practices used in training nursing services staff of a treatment program.
4. Professional nursing principles and techniques.
5. Principles of specialized treatment and training techniques as they relate to developmentally or mentally disordered offenders.
6. Program organization in California forensic facilities.

Ability to:

1. Evaluate and monitor the quality of nursing services with specific emphasis on unit milieu and biopsychosocial care.
2. Plan, conduct, and evaluate training for the nursing services staff of a treatment program.
3. Work effectively with a multidisciplinary clinical staff.
4. Perform evaluations and write reports.
5. Communicate effectively both verbally and in writing.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**ELIGIBLE LIST
INFORMATION**

Departmental open eligible lists will be established for the Department of Mental Health, Coalinga and Metropolitan State Hospitals. The eligible lists will be used to fill vacancies at Coalinga and Metropolitan State Hospitals. Each hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

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) multidepartmental 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 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

DEPARTMENT OF MENTAL HEALTH

1600 9th Street, Room 121
Sacramento, CA 95814

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From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922