SALARY AND BENEFIT INFORMATION

Currently, as of July 1, 2018: $8,256 - $9,374 per month

For a summary of benefits, visit the California Department of Human Resources at:

POSITION INFORMATION

Positions currently exist with the Division of Health Care Services (DHCS), California Department of Corrections and Rehabilitation (CDCR) at:

- California Health Care Facility in Stockton, California
- California Medical Facility in Vacaville, California
- San Quentin State Prison in San Quentin, California
- Salinas Valley State Prison in Soledad, California
- California Institution for Women in Corona, California

Please only take this examination if you are interested in working at any of these locations.

A Program Director (Mental Disabilities-Safety) directs the activities of a multidisciplinary treatment staff in achieving program goals and individual inmate-patient objectives; has overall responsibility for directing a program for inmate patients with mental disorders; reviews and approves overall treatment plans and evaluates inmate-patient’s progress; plans, coordinates, implements and evaluates program objective and results, establishes operational policies and procedures to meet program objectives; formulates and determines program priorities; determines staffing requirements and ratios; recruits, selects, and assigns program personnel; develops program budget; develops and implements quality assurance programs; establishes standards of performance necessary to achieve program objectives; visit treatment centers on a regular basis; arranges for appropriate medical services when necessary; observes and intervenes in instances of disruptive or assaultive behavior; and ensures the safety and security of inmate-patients, staff, and visitors.
REQUIREMENTS FOR ADMITTANCE INTO THE EXAMINATION

Applicants are responsible to make sure they meet the Minimum Qualifications (as stated below) as of the date the examination is taken. Applicants’ signature on the application indicates they have read, understood, and possess the basic qualifications required.

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 who possess 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.

Either I

One year of clinical experience performing the duties of a Program Assistant (Mental Disabilities), Program Assistant (Mental Disabilities-Safety), or Nursing Coordinator.

Or II

Four years of clinical nursing experience in the Department of State Hospitals (formerly the Department of Mental Health) performing the duties of a class comparable in level of responsibility to that of a Unit Supervisor, Standards Compliance Coordinator, or Supervising Registered Nurse, three years of which must have been in a treatment program for persons with mental disabilities.

Or III

Four years of clinical experience working with persons who have mental or developmental disabilities as a psychiatric social worker, psychologist, rehabilitation therapist, or teacher, three years of which must have been in a treatment program for persons with mental disabilities.

Special Personal Characteristics: Willingness to work at CDCR’s correctional facilities with the California Correctional Health Care Services (CCHCS); leadership ability; empathetic and objective understanding of the problems of mentally disabled offenders; tact; patience; and emotional stability.

Special Physical Characteristics: Persons appointed to this position 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, patients, inmates, or the public.

Applicants possessing the required license/certificate at the time of application must show the number, title, and expiration date on their Examination Application (Std. Form 678).
HOW TO APPLY AND TEST

The Application and Training and Experience (T&E) Evaluation are available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the T&E Evaluation. The application form for Program Director (Mental Disabilities – Safety) is contained within the internet process; therefore, a standard state application is not necessary. You may apply and take the T&E Evaluation on the internet by connecting to the following on-line instructions:

[link]

cphcs.hodesiq.com/bl_joblist.asp

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located and the policies related to usage.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the CCHCS’ Examination Services at (916) 691-5894 to make specific arrangements.

EXAMINATION SCOPE

This examination consists of a T&E Evaluation weighted 100%. The T&E Evaluation is designed to elicit a range of specific information regarding each applicant’s knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in the examination will be on measuring competitively, relative job demands, and each applicant’s:

Knowledge of:

1. Principles and methods of health care, rehabilitation, education, and psychiatric treatment as related to the care and treatment of forensic clients, patients, or inmates;
2. Principles for maximizing the physical, cognitive, and social development of patient or inmates;
3. Specific expertise related to a mental health program;
4. Principles, procedures, and techniques in planning, evaluating, and administering a multidisciplinary patient-inmate treatment program;
5. Principles and practices of personnel management and effective supervision;
EXAMINATION SCOPE (CONTINUED)

Knowledge of:
6. State and federal laws and rules pertaining to mental hospital administration;
7. Principles and practices of community organization for the mentally disabled;
8. Hospital organization, management, and procedures;
9. A manager’s role in equal employment opportunities.

Ability to:
1. Plan, direct, and coordinate a program that provides care and treatment and maximizes the development of patients-inmates;
2. Direct research and evaluation projects;
3. Analyze complex problems and take appropriate action;
4. Formulate and manage a multidisciplinary patient-inmate treatment program;
5. Integrate the program with the overall functions of the hospital;
6. Communicate effectively;
7. Work independently in identifying the need for and developing proposed changes in program practices and procedures.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies at California Health Care Facility in Stockton, California; California Medical Facility in Vacaville, California; San Quentin State Prison in San Quentin, California; Salinas Valley State Prison in Soledad, California; and California Institution of Women in Corona, California within the DHCS, CDCR. Names of successful candidates are merged onto the list in order of final scores, 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 the period. Competitors must then retake the T&E Evaluation to re-establish list eligibility.

Veteran’s Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran’s Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.
DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available through your CalCareer Account via the website at [www.jobs.ca.gov](http://www.jobs.ca.gov), local offices of the California Department of Human Resources, the Employment Development Department, the California Correctional Health Care Services, and the California Department of Corrections and Rehabilitation.

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

Eligible Lists: Eligible lists established by a 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; 6) open. When there are two lists of the same kind, the older must be used first.

CCHCS 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate 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 (high school is four years).
Veteran’s Preference: California law allows the granting of Veteran’s Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran’s Preference are on the Veteran’s Preference Application (CalHR 1093) which is available from Department of Human Resources at jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx and the California Department of Veterans Affairs at www.calvet.ca.gov/home. Veteran’s Preference is not granted once a person achieves permanent civil service status.

For Current Examination Information, call or email
(916) 691-5894 or 1-877-793-4473 or CPHCSSelectionServices@cdcr.ca.gov

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.