SALARY AND BENEFIT INFORMATION

Currently, as of July 1, 2019: $10,876 - $13,616 per month

For a summary of benefits, visit the California Department of Human Resources at: www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx

POSITION INFORMATION

Positions currently exist statewide with the California Correctional Health Care Services (CCHCS).

A Nursing Consultant, Program Review, under direction, reviews nursing services operations in correctional facilities; makes reports and recommendations on the status of nursing services; evaluates and recommends nursing care standards; consults with appropriate administrators, supervisors, and staff regarding nursing practices, procedures, and standards; reviews unit/ward management, the nursing care of patients, and nursing techniques and procedures; reviews organization, staffing, training, and assignment of personnel in nursing services; reviews operations in light of departmental standards and policies; evaluates the current status of nursing programs and prepares reports on findings; recommends improvements and revisions in nursing standards, policies, or procedures and suggests methods of implementation; recommends use of specialized consultation as needed; prepares various reports and correspondence; and does other related work.

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.

Possession of a valid license to practice as a registered nurse in California. (Applicants who do not possess such a license will be admitted to the examination, but they must secure such a license before they will be considered eligible for appointment.) And

Either I

Experience: Three years of progressively responsible experience in nursing/psychiatric nursing, which must have included, in addition to direct care of developmentally disabled clients, and/or psychiatric patients and/or inmates or youthful offenders:

1. Two years of administrative experience comparable to an assistant coordinator of nursing services in a large facility for the developmentally disabled and/or hospital for the mentally disabled or acute/subacute care correctional facility; or
2. Two years of experience as a Supervising Registered Nurse in a large correctional facility.

And

1. One year of experience as a nursing consultant; or
2. One year of experience as a director of nursing education or director of psychiatric nursing in:
   a. an accredited State mental hospital/developmental center;
   b. an acute care correctional facility;
   c. a nursing training program with responsibility for instruction of students at several levels of nursing practice.

Or II

Experience: Three years of experience as a nursing consultant. And

Education: Graduation from an accredited school of nursing, possession of a baccalaureate degree, and possession of a master's degree, preferably in nursing administration. (One year of additional experience in an administrative or consultative capacity may be substituted for the master's degree.)

NOTE: Equivalent to graduation from college refers to a Bachelor’s degree. Applicants must have the number of semester/quarter units, as well as the required coursework necessary to be awarded a four-year Bachelor’s degree. When education and/or specific coursework is required, applicants must provide a copy of an unofficial transcripts along with their Examination Application (Std. Form 678).
MINIMUM QUALIFICATIONS (CONTINUED)

**Special Personal Characteristics:** Demonstrated leadership ability; sympathetic and objective understanding of the problems of the mentally/developmentally disabled and/or empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; willingness to travel; tact; alertness; keenness of observation; patience; and emotional stability.

**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).**

**OUT OF CLASS EXPERIENCE:** A completion of an “out-of-class (OOC) assignment memorandum”, dated within one year of assignment completion, is required to use OOC experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from their Classification and Pay Analyst or institutional Personnel Liaison. OOC experience without the required documentation cannot be considered for examination purposes.

HOW TO APPLY AND TEST

Applicants are required to submit a State Application (Std. Form 678) for this examination either by mail, in person or via email to the addresses listed below. The Std. Form 678 can be found at [www.jobs.ca.gov](http://www.jobs.ca.gov). Examination Services staff will screen each application. Applicants meeting the minimum qualifications will be sent the **Training and Experience (T&E) Evaluation** approximately 2-3 weeks from the date the application is received. **Applicants must indicate on the Std. Form 678 under “Explanations” how they would like to receive the T&E Evaluation (i.e., email or regular mail), if no method is identified on the Std. Form 678, the T&E Evaluation will be sent via regular mail.**

**By Mail**
CCHCS
Examination Services, Bldg. D1
P.O. Box 588500
Elk Grove, CA 95758

**In Person**
CCHCS
8280 Longleaf Drive
Suite 101 Drop Box
Elk Grove, CA 95758

**Via Email**
[CPHCSSelectionServices@cdcr.ca.gov](mailto:CPHCSSelectionServices@cdcr.ca.gov)

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.
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. Theory and practice of psychiatric/developmental disabilities and general nursing;
2. Developmental center, State mental hospital, and/or State correctional facility organization;
3. Management and procedure, particularly in relation to nursing services;
4. Current developments in the field of general/psychiatric developmental disabilities nursing;
5. Personnel management;
6. Principles, methods and objectives of training nursing personnel;
7. Accepted practices of other health professions;
8. Current trends in mental health/developmental disabilities;
9. Research methods and techniques;
10. A manager’s/supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment free of discrimination and harassment.

**Ability to:**
1. Evaluate the effectiveness of a broad nursing/psychiatric nursing education program;
2. Evaluate complex and varied administrative problems and take appropriate action;
3. Work effectively with a variety of administrators and others responsible for line operations;
4. Interpret mental health/developmental disability programs to individuals and groups;
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

The resulting eligible list will be established to fill vacancies within the CCHCS. 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 examination 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, 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.