



RECEIVER'S NURSE EXECUTIVE (SAFETY)

Exam Code: 1RC24

Department: California Correctional Health Care Services

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Receiver's Nurse Executive (Safety) (8241) – \$10,500 - \$24,813 per month.

View the [classification specification](#) for the Receiver's Nurse Executive (Safety) classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Cutoff Date: Online, 24/7

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for six (6) months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Examination" section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Receiver's Nurse Executive (Safety)

Possession of a current and unencumbered license as a registered nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.)

Education: A Bachelor of Science in nursing or health services administration or a related field. (Additional qualifying experience performing a full range of duties as a nursing supervisor in a health care organization/facility with 20 or more full-time subordinate nurses, may be substituted for the required education on a year-for-year basis.) **And**

Experience: Five years of clinical nursing experience in a comprehensive medical setting, at least three years of which must have been in an administrative or supervisory capacity in a health care organization/facility with 20 or more full-time subordinate nurses.

Special Personal Characteristics: Incumbents must possess the willingness to work in a correctional facility; possess a sympathetic and objective understanding regarding the problems of inmate-patients; and, be tactful and patient.

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.

Additional Desirable Qualifications: Clinical nursing experience in a correctional facility; Master's Degree in nursing or other health care related field; Basic Care Life Support certification; Advanced Care Life Support certification; and experience in health care system and program design and development.

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).

POSITION DESCRIPTION

Receiver's Nurse Executive (Safety)

ASSIGNMENT POSITION DESCRIPTIONS WITHIN THE CLASSIFICATION

INSTITUTION CHIEF OF NURSING SERVICES

Incumbents in these positions are the highest ranking nurse manager within a Department of Corrections and Rehabilitation adult institution. The incumbent reports directly to the institution healthcare Chief Executive Officer (aka Health Care Manager) and receives functional supervision from the Regional Director of Nursing Services insofar as it pertains to nursing standards, procedures, protocols and policies; directs all nursing activity within the institution and ensures compassionate, safe, effective, timely, efficient and equitable patient-centered care in conjunction with other health care discipline managers, and in coordination with custody; develops and maintains a competent nursing team to deliver evidence-based patient-centered care; develops and implements clear and realistic performance expectations, issues letters of instruction and counseling memoranda; effectively recommends formal disciplinary action to the institution Chief Executive Officer, and upon delegation from the Chief Executive Officer takes disciplinary action; and does other related work.

REGIONAL/DEPUTY CHIEF OF NURSING SERVICES

Under the direct supervision of either the Regional Health Care Executive (Safety) or the Statewide Chief of Nursing Services, coordinates all patient care services within a region spanning multiple institutions within the California Department of Corrections and Rehabilitation adult institutions, or at the Headquarters level, administers a nursing program with statewide scope; and ensures that nursing practices comply with appropriate professional standards. Ensures institutions within the region have implemented an effective system that certifies competence to perform nursing duties, including the performance of physical assessments and outpatient urgent/emergency protocols. Functionally supervises the Institution Chiefs of Nursing Services within the region insofar as it pertains to nursing standards, procedures, protocols and policies. Participates in the selection of the Institution Chiefs of Nursing Services and recommends the appointment of candidates to institution healthcare Chief Executive Officers. Develops and monitors nursing performance expectations; performs competency assessments; mentors and coaches nursing personnel throughout the region. Assists in evaluating nursing staff and recommends corrective and adverse action to Institution Chiefs of Nursing Services, institution Chief Executive Officers and Regional Health Care Executives (Safety); and does other related-work.

STATEWIDE CHIEF OF NURSING SERVICES

Under general direction, coordinates all nursing services on a statewide basis within the California Department of Corrections and Rehabilitation adult institutions. Ensures that nursing professional practices comply with appropriate standards to deliver evidence-based patient-centered care. Ensures institutions statewide have implemented an effective system that certifies competence to perform nursing duties, including the performance of physical assessments and out patient urgent/emergency protocols. Functionally supervises the Regional and Deputy Chiefs of Nursing Services insofar as it pertains to nursing standards, procedures, protocols and policies. Participates in the selection of the Institution and Regional and Deputy Chiefs of Nursing Services and recommends the appointment of candidates to institution Chief Executive Officers and Regional Health Care Executives (Safety). Develops and monitors nursing performance expectations; performs competency assessments; mentors and coaches nursing personnel throughout the state. Assists in evaluating nursing staff and recommends corrective and adverse action to Institution and Regional Chiefs of Nursing Services, Institution Chief Executive Officers, and Regional Health Care Executives (Safety); and does other related work.

Positions exist statewide.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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

Required Core Competencies:

1. Professional/technical expertise
2. Customer focus
3. Teamwork
4. Valuing diversity
5. Managing performance
6. Leadership
7. Planning and organizing
8. Organizational savvy
9. Process improvement
10. Developing others
11. Managing change

12. Strategic view

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Receiver's Nurse Executive (Safety) classification will be established for:

California Correctional Health Care Services

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires **48 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (STD Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

EXAMINATION INFORMATION

[Preview the Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the examination.

In an effort to streamline the examination process, please create a [CalCareer Account](#) with the California Department of Human Resources. A CalCareer Account is a one stop shop for taking civil service examinations, applying for state jobs, and provides storage and organization for your documents and communications stemming from job opportunities, all in a paperless format. To sign up for a CalCareer Account, or log in to your existing account, [Click here](#).

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take the examination for the [Receiver's Nurse Executive \(Safety\)](#) classification.

TESTING DEPARTMENTS

California Correctional Health Care Services

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Correctional Health Care Services

Attn: Examination Services

8280 Longleaf Drive

Elk Grove, CA 95758

Phone: (916) 691-5894

Email: CPHCSSelectionServices@cdcr.ca.gov

California Relay Service: 7-1-1 (TTY and voice)

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

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 State 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 Form 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this

bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Correctional Health Care Services 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 laws and rules and all applicants will be notified.

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

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional 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 the bulletin.

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.

This bulletin cancels and supersedes all previously issued bulletins.