PSYCHIATRIC TECHNICIAN (SAFETY)

Exam Code: 8MHB1
Final Filing Date: Continuous
Type of Examination: Open, Service-wide

EQUAL EMPLOYMENT OPPORTUNITY

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 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.

HOW TO APPLY

Click on the link in the “EXAMINATION LINK” section to take the online Training and Experience examination. The required application is contained in the online examination process. Prior to starting the examination, it is recommended to have your relevant education and employment history readily accessible.

If you have any questions regarding the online examination process, please contact:

Department of State Hospitals – Sacramento
Selection Services Unit
1600 9th Street, Room 121
Sacramento, CA 95814
(916) 651-8832

California Relay for the hearing impaired:
From a TDD Phone (800) 735-2929
From a Voice Phone (800) 735-2922

DO NOT SUBMIT A STATE APPLICATION (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.
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 State Hospital within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE

Continuous Testing – No Final File Date. Testing is considered continuous as dates can be set at any time.

SPECIAL TESTING ARRANGEMENTS

You will have an opportunity during the online application process to indicate if you have a disability and need special testing arrangements. The Department of State Hospitals, Selection Services Unit will contact you to make special testing arrangements.

SALARY RANGE

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<tr>
<td>A</td>
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Salary information is updated as of July 1, 2018.

The salaries used in this bulletin may not reflect all pay raises or any additional bonuses. Verify the salary level(s) with the hiring department personnel office prior to 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. Submission of your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS FOR ADMITTANCE TO THE EXAMINATION

Possession of a valid license to practice as a Psychiatric Technician issued by the BVNPTE. (Applicants who are within four months of completing the Psychiatric Technician curriculum accredited by the BVNPTE will be admitted to the examination, but they must secure this license before they will be eligible for appointment.)
SPECIAL PERSONAL CHARACTERISTICS

An interest and a willingness to work at developmental centers, State hospitals, and correctional facilities or psychiatric outpatient clinics in the Department of Corrections; understanding of the behavior of forensic clients', patients', or inmates' emotional stability; patience; tolerance; tact; alertness; neat personal appearance; and hearing and vision required for successful job performance.

SPECIAL PHYSICAL CHARACTERISTICS

Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering the health and well-being of the incumbent, fellow employees, forensic clients, patients, inmates, or the public.

JOB DESCRIPTION

Custody tasks include escorting forensic clients, patients, or inmates in the facility and in the community; searching for drugs, contraband, and weapons; counting, distributing, and accounting for eating utensils to prevent their use as weapons; inspecting forensic clients', patients', or inmates' mail for hazardous contraband; inspecting facilities to identify security breaches that could lead to the escape of a forensic client, patient, or inmate; observing and intervening in forensic client, patient, or inmate behavior that may injure people, damage property, or signal impending escape attempts.

Incumbents work with other disciplines as part of the treatment team to provide an overall treatment program for the forensic client, patient, or inmate. Tasks include performing nursing procedures such as administering medications, treatments including oral medications, hypodermic injections, and at developmental centers administering urinary catheterizations, enemas, and taking and charting temperature, pulse, blood pressure, and respiration; observing forensic clients', patients', or inmates' physical condition and behavior and reporting significant changes to a unit supervisor or physician and recording nursing notes in the forensic clients', patients', or inmates' record; preparing and caring for forensic clients, patients, or inmates during treatment; giving first aid as needed; and participating as a member of the multidisciplinary team with the development of treatment plans and objectives from assessment of the forensic clients, patients, or inmates.

Incumbents may assist in the training of Psychiatric Technician Students, Psychiatric Technician Training Candidates, Psychiatric Technician Trainees, and other ancillary staff; help to create a clean, safe, and therapeutic environment for forensic clients, patients, or inmates; apply mental health principles in all relationships with forensic clients, patients, or inmates; develop, encourage participation in, and supervise on-the-unit group and individual program activities for forensic clients, patients, or inmates; assist rehabilitation therapists in occupational, recreational, vocational, and educational therapy programs for forensic clients, patients, or inmates; motivate forensic clients, patients, or inmates to develop self-reliance in daily living and assist them with activities of daily living such as feeding, habit training, and maintaining a well-groomed appearance; keep forensic clients, patients, or inmates and their beds, clothing, and living areas clean; follow safe work practices; protect forensic clients, patients, inmates, and others from personal injury; order supplies as needed; keep records; and participate in in-service training programs.
**DRUG TESTING REQUIREMENT**

Applicants for positions in this class are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

**EXAMINATION INFORMATION**

A Training and Experience examination is used to evaluate each candidate’s education, training, and experience related to the duties of this classification; and will account for 100% of your weighted score.

To obtain a position on the eligible list, a minimum score of 70% must be achieved.

**EXAMINATION SCOPE**

**Knowledge of:**
1. Custody procedures, and public and property protection policies.
2. Fundamentals of nursing care, general behavioral and psychiatric procedures, forensic client, patient, or inmate behavior and mental health principles and techniques involved in the care and treatment of individual or groups of developmentally or mentally disordered forensic clients, patients, or inmates.
4. Medical terminology.
5. Pharmacology.
6. Cardiopulmonary resuscitation.
7. Management Assaultive Behavior techniques.
8. Hospital procedures.

**Ability to:**
1. Learn and apply sound judgment for situations including the protection of persons and property.
2. Apply basic nursing knowledge, skills, and attitudes.
3. Establish effective therapeutic relationships with developmentally or mentally disordered forensic clients, patients, or inmates.
4. Recognize symptoms requiring medical or psychiatric attention.
5. Think and act quickly in emergencies.
6. Work with a treatment team to provide occupational, recreational, vocational, and educational therapy programs for forensic clients, patients, or inmates.
7. Follow directions.
8. Keep appropriate records.
9. Develop clear and concise reports of incidents.
10. Analyze situations accurately and take effective action.

**ELIGIBLE LIST INFORMATION**

An open, MERGED eligible list will be established for use by all State agencies. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility will expire 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.
Positions may exist in various counties throughout California. Select tenure, time base, and all locations where you are willing to be considered for employment during the online application process.

Veterans’ preference will be granted in this examination.

For an examination without a written feature it is the competitor’s responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 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.

State Applications (STD. 678) are available at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at www.CalHR.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 State Hospitals 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.

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: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans’ Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans’ Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans’ Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans’ Preference are on the Veterans’ Preference Application (Std. Form 1093), which is available at [https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx](https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx), and the Department of Veterans Affairs.

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, non-promotional 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 State Applications (STD. 678). (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)