



CONTINUOUS EXAMINATION, OPEN SPOT FOR DEPARTMENT OF STATE HOSPITALS- ATASCADERO, COALINGA, METROPOLITAN, NAPA, PATTON, SALINAS VALLEY, STOCKTON AND VACAVILLE

SUPERVISING REGISTERED NURSE (SAFETY)

www.dsh.ca.gov

The Department of State Hospitals 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, religion, marital status, national origin, ancestry, disability, medical condition, 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 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 CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

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:

**DSH - ATASCADERO
EMPLOYMENT OFFICE
10333 EL CAMINO REAL
P.O. BOX 7005
ATASCADERO, CA 93423-7001
(805) 468-3384 / TDD (805) 468-2009**

**DSH - COALINGA
SELECTION SERVICES UNIT
P.O. BOX 5002
COALINGA, CA 93210
(559) 935-4305/TDD (559) 935-7120**

**DSH - METROPOLITAN
SELECTION SERVICES UNIT
11401 SOUTH BLOOMFIELD AVENUE
NORWALK, CA 90650
(562) 863-7011**

**DSH - NAPA
PERSONNEL OFFICE
2100 NAPA – VALLEJO HIGHWAY
NAPA, CA 94558-6293
(707) 253-5611**

**DSH - PATTON
HUMAN RESOURCES-EXAM/HIRING
3102 EAST HIGHLAND AVENUE
PATTON, CA 92369
(909) 425-7000 / TDD (909) 862-5730**

**DSH - SALINAS VALLEY
SELECTION SERVICES UNIT
P.O. BOX 1080
SOLEDAD, CA 93960
(831) 678-5500 EXT. 7335**

**DSH - VACAVILLE
SELECTION SERVICES UNIT
P.O. BOX 2297
VACAVILLE, CA 95696-2297
(707) 449-6514**

**DSH-STOCKSON
SELECTION SERVICES UNIT
1600 9TH STREET, RM 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

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 Hospitals - Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton or Vacaville 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

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.

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

Atascadero, Coalinga, Metropolitan, Napa, Patton, *Stockton and Vacaville
Range: T \$7,116 - \$8,651

Salinas Valley
Range: U \$7,845 - \$9,535

The salaries used in this bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel officer before making any commitments.

Anticipated salary range for Stockton, pending CalHR approval.

Through June 30, 2013, full-time employees' monthly pay will be reduced by 4.62% in exchange for eight (8) hours of leave. Part-time employees shall be subject to the pay reduction on a pro-rated basis consistent with their time base. The salary above does not reflect this reduction.

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 read, understood, and possess the basic qualifications required.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the cutoff date 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.

Possession of the legal requirements to practice as a professional Registered Nurse in California. (Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nurses will be admitted to the examination, but must possess all legal requirements as determined by that Board before they will be considered eligible for appointment.) **and**

Either I

Experience: One year of experience in the California state service performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B.

Or II

Experience: Two years of professional nursing experience in a facility licensed for inpatient care. (Possession of a Master's Degree in Nursing may be substituted for one year of the required experience.)

(Candidates who are within six months of completing the experience requirements will be admitted to the examination, but they must complete all requirements before they will be considered eligible for appointment.)

SPECIAL PERSONAL CHARACTERISTICS

An interest and willingness to work at a State hospital facility contracting with the Department of State Hospitals for diagnostic and treatment services; ability to handle stressful situations; sensitivity to the needs of individuals; patience; alertness; and keenness of observation.

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, individuals, or the public.

POSITION DESCRIPTION

Under direction, is responsible for the overall management and supervision of an organized nursing unit on a 24-hour basis in a State hospital providing care to patients who are mentally disordered offenders; is responsible for the nursing care and practices of an organized nursing unit or for a nursing service; plans, implements, evaluates, and provides for continuity of forensic patient care; works with other disciplines to integrate nursing services to provide a total treatment program; and teaches, plans, directs, supervises, and evaluates nursing personnel.

In the performance of custody responsibilities, observes and intervenes in instances of disruptive or assaultive behavior; supervises and, as needed, assists subordinate staff in: the counting, distributing, and accounting of all utensils to prevent their use as weapons; inspecting forensic patients' mail and living areas for hazardous contraband; inspecting facility to identify security breaches that could lead to forensic patient escape; observing and intervening in forensic patient behavior that may signal an impending escape attempt; and escorting forensic patients to other areas of the facility.

POSITION LOCATION(S)

Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton and Vacaville

EXAMINATION INFORMATION

This examination may consist of a Qualifications Appraisal Interview weighted 100%.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

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%

Knowledge of:

1. Fundamentals of nursing care and pharmacology.
2. Techniques in the care and treatment of mentally disabled or mentally disordered offenders.
3. Principles and practices of unit management.
4. Principles and techniques of effective supervision.
5. The interrelationship of treatment activities in a hospital setting.
6. A supervisor's responsibility for promoting equal employment opportunity (EEO) in hiring, employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Serve as a patient care advocate in ensuring that the highest standard of care possible is provided.
2. Communicate effectively both orally and in writing for successful job performance.
3. Gain the interest, respect and cooperation of patients.
4. Establish and monitor an environment of non-violence while observing safety and security measures.
5. Analyze situations accurately and take prompt and effective action.
6. Plan, organize and direct the work of others.
7. Effectively promote EEO in employment and maintain a work environment that is free of discrimination and harassment.

**ELIGIBLE LIST
INFORMATION**

Departmental open eligible lists will be established for the Department of State Hospitals. The eligible list will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton and Vacaville only. The lists will be in effect for a minimum of 12 months. Names of successful competitors are merged onto the lists 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 lists 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 State Hospitals, Selection Services 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.

Examination and/or Employment Application (STD. 678) forms 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.

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 California Department of Human Resources Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

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, nonpromotional 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 Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street, Sacramento, CA 95811).

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

DEPARTMENT OF STATE HOSPITALS

Selection Services
1600 9th Street, Room 121
Sacramento, CA 95814

From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922