# Continuous Open Spot Examination for Department of State Hospitals - Napa

## Surgical Nurse I, Departments of Mental Health and Developmental Services

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

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.

<table>
<thead>
<tr>
<th>Examination Type</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Apply</td>
<td>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.</td>
</tr>
<tr>
<td>Note:</td>
<td>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.</td>
</tr>
<tr>
<td>Where to Apply</td>
<td>MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO: DSH-NAPA PERSONNEL OFFICE 2100 NAPA-VALLEJO HIGHWAY NAPA, CA 94558 (707) 253-5611 / TDD (707) 253-5768 California Relay for the hearing impaired: From a TDD Phone (800) 735-2929 From a Voice Phone (800) 735-2922</td>
</tr>
<tr>
<td>Examination Eligibility Limitation</td>
<td>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 and Sacramento within the last 12 months, you are not eligible to compete in this examination.</td>
</tr>
<tr>
<td>Final File Date</td>
<td>Continuous Testing – No Final File Date. Testing is considered continuous as dates can be set at any time.</td>
</tr>
<tr>
<td>Special Testing Arrangements</td>
<td>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.</td>
</tr>
<tr>
<td>Identification Required</td>
<td>Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</td>
</tr>
<tr>
<td>Examination Dates</td>
<td>Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.</td>
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</table>
**SURGICAL NURSE I, DMH & DS**

**BULLETIN REVISION DATE:** 08/2017

**SALARY RANGE**

Range T

$6,979 - $8,737*

*Salary reflects updated amount as of July 1, 2017.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before 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. 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 testing deadline established by the testing office.

**MINIMUM QUALIFICATIONS**

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

**AND**

One year of experience as a surgical nurse, in a hospital approved by the Joint Commission on the Accreditation of Hospitals, or in a California state institution.

**SPECIAL PERSONAL CHARACTERISTICS**

Willingness to work in a State institution, alertness, patience, manual dexterity, reliability, keenness of observation, ability to handle stressful situations, physical endurance, and freedom from communicable diseases.

**JOB DESCRIPTION**

Under direction, to assist with operations and to care for surgical instruments and equipment and to give nursing care to pre-and post-operative cases in a State hospital; and to do other related work.

**DRUG TEST REQUIREMENT**

Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

**POSITION LOCATION(S)**

Napa

**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 Interview – Weighted 100%

Knowledge of:

2. Aseptic technique.
3. Medical terminology and hospital routine.
4. Surgical instruments and equipment and proper methods involving their care and maintenance.
5. Various types of anesthetics.
7. A Supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.
Ability to:
1. Perform surgical nursing work.
2. Make and apply surgical dressing skillfully.
3. Keep clinical and surgical records and charts, and make reports.
4. Supervise the work.
5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION
A departmental open eligible list will be established for the Department of State Hospitals- Napa. The eligible list will be used to fill vacancies at Napa. Names of successful competitors are merged onto the list in order of final score, 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 this period.

VETERANS’ PREFERENCE
Veterans’ preference will be granted in this examination.
GENERAL INFORMATION

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.

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.

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 http://jobs.ca.gov/Job/VeteransInformation, 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, 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.)

DEPARTMENT OF STATE HOSPITALS
Selection Services Unit
1600 9th Street, Room 121
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922