



CALIFORNIA DEPARTMENT OF

Mental Health

www.dmh.ca.gov

CONTINUOUS EXAMINATION OPEN SPOT FOR ATASCADERO, METROPOLITAN, AND NAPA STATE HOSPITALS

TEACHER, STATE HOSPITALS (LEARNING HANDICAPPED, MENTALLY DISABLED)

The Department of Mental Health 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 Mental Health, Atascadero, Metropolitan, and Napa 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 STATE PERSONNEL BOARD.**

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:

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

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

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

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 Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE

CONTINUOUS TESTING – NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at anytime.

**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

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EC28/2273**

FINAL FILLING DATE: CONTINUOUS

	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	A: \$3,825 - \$4,879 B: \$4,001 - \$5,105 C: \$4,193 - \$5,348 D: \$4,390 - \$5,603 E: \$4,598 - \$5,864 F: \$4,819 - \$6,454
	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 <u>read</u> , <u>understood</u> , and <u>possess</u> 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	The credentials referred to are valid California standard credentials. Applicants who do not possess the required credential or one of equivalent authorization may take the examination but must secure the appropriate credential before appointment. After issuance, the credential must be maintained by completion of any examinations and course work required. Possession of one of the following California Credentials: 1. Specialist Instruction Credential: Learning Handicapped. 2. General Special Secondary for Handicapped Children. 3. Educationally Handicapped.
SPECIAL REQUIREMENTS	Must be willing to continue their educational development; work in a State Hospital; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of institution students; demonstrate teaching ability or potential for teaching; ability to handle stressful situations; tact; and patience.
DRUG TESTING REQUIREMENT	Applicants for positions in these classes 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 DESCRIPTION	The Teacher helps patients of State hospitals prepare to become productive and contributing members of society by training them in physical, social, intellectual and vocational functioning; and does other related work. The teachers give both individual and group instruction and, in many instances, participate as members of an interdisciplinary treatment team.
POSITION LOCATION(S)	Atascadero, Metropolitan, and Napa State Hospitals.
EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. <i>Candidates who do not appear for the interview will be disqualified.</i>
EXAMINATION SCOPE	QUALIFICATIONS APPRAISAL – WEIGHTED 100% In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of: (With particular reference to their specialty.)

1. Principles and methods of teaching.
2. Principles of educational psychology as applied to their teaching.
3. Current trends in educational methods.
4. Remedial teaching techniques and adapting instruction to student deficiencies and emotional problems of students at State Hospitals.

Ability to:

1. Provide leadership and motivation to institutional students.
2. Teach and supervise these individuals.
3. Work effectively with other disciplines.
4. Gain the interest, respect, and cooperation of students.
5. Develop socially acceptable attitudes in students.
6. Communicate effectively.
7. Analyze situations accurately and take effective action.

**ELIGIBLE LIST
INFORMATION**

Departmental open eligible lists will be established for the Department of Mental Health, Atascadero, Metropolitan, and Napa State Hospitals. The eligible lists will be used to fill vacancies at Atascadero, Metropolitan, and Napa State Hospitals. Each hospital/facility will establish its own list. 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 credit will be added to the final score of all competitors 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, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 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 State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at www.spb.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 Mental Health 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 State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

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

DEPARTMENT OF MENTAL HEALTH

1600 9th Street, Room 121
Sacramento, CA 95814

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