



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

## HEALTH SERVICES SPECIALIST (SAFETY)

[www.dsh.ca.gov](http://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  
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 / TDD (562) 863-1743**

**DSH-NAPA  
PERSONNEL OFFICE  
2100 NAPA-VALLEJO HIGHWAY  
NAPA, CA 94558  
(707) 253-5611 / TDD (707) 253-5768**

**DSH-PATTON  
HUMAN RESOURCES-EXAMS/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  
(707) 449-6514**

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

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

<b>EXAMINATION ELIGIBILITY LIMITATION</b>	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, or Vacaville within the last 12 months, you are not eligible to compete in this examination.
<b>FINAL FILE DATE</b>	<b>Continuous Testing – No Final File Date.</b> Testing is considered continuous as dates can be set at any time.
<b>SPECIAL TESTING ARRANGEMENTS</b>	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.
<b>IDENTIFICATION REQUIRED</b>	Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
<b>EXAMINATION DATES</b>	Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.
<b>SALARY RANGE</b>	Range T: \$6,938.00 - \$8,271.00  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.
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	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.
<b>MINIMUM QUALIFICATIONS</b>	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 as determined by the California Board of Registered Nursing. (Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nursing will be admitted to the examination, but they must possess all legal requirements as determined by that Board before they will be eligible for appointment.) and  <u>Either I</u> Education/Experience: Bachelor of science degree with a major in a health-related field and one year of nursing experience working with developmentally or mentally disabled persons.  <u>Or II</u> Experience: One year of experience performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B, in a California developmental center or State hospital working with developmentally or mentally disabled persons.  <u>Or III</u> Experience: One year of experience directing the nursing services of a developmental center or State hospital level-of-care unit during an eight-hour shift working with developmentally or mentally disabled persons.
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Willingness to work at a State hospital for diagnostic and treatment services; demonstrated leadership ability; patience; and ability to handle stressful situations.
<b>SPECIAL PHYSICAL CHARACTERISTICS</b>	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.

**POSITION  
DESCRIPTION**

At a State hospital, under administrative direction of a Program Director and professional direction of the Coordinator of Nursing Services in a forensic facility, is responsible for the ongoing monitoring, assessing, and making of recommendations for the maintenance of quality nursing services with primary emphasis on the physical care needs of forensic clients, patients, or inmates in a program on an assigned shift; assures education and training in nursing care is provided to unit personnel; and performs other related duties.

**POSITION  
LOCATION(S)**

Positions exist at Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, 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. California healing arts licensure laws and regulations.
2. Regulations pertaining to hospital licensing, certification, and accreditation.
3. Principles and practices used in training nursing services staff of a treatment program.
4. Professional nursing principles and techniques.
5. Concepts and methods of consultation.
6. Principles of specialized treatment and training techniques as they relate to developmentally or mentally disordered offenders.
7. Program organization in California forensic facilities.

**Ability to:**

1. Evaluate and monitor the quality of nursing services with specific emphasis on physical care.
2. Plan, conduct, and evaluate training for the nursing services staff of a treatment program.
3. Work effectively with a multidisciplinary clinical staff.
4. Perform evaluations and write reports.
5. Communicate effectively.

**ELIGIBLE LIST  
INFORMATION**

Departmental open eligible lists will be established for the Department of State Hospitals-Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, and Vacaville. The eligible lists will be used to fill vacancies at Atascadero, Metropolitan, Napa, Patton, Salinas Valley, and Vacaville. 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.

## 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](http://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:** California law limits the granting of veterans' preference credits to entrance examinations. 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. 3) Veterans' Preference is not granted once a person achieves permanent civil service status. The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

**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.)

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## DEPARTMENT OF STATE HOSPITALS

Selection Services Unit  
1600 9<sup>th</sup> 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