



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

SENIOR PSYCHOLOGIST (HEALTH FACILITY) (SUPERVISOR)

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**

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

**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-STOCKTON
SELECTION SERVICES UNIT
1600 9TH STREET, ROOM 121
SACRAMENTO, CA 95814
(916) 651-8832**

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

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.

SENIOR PSYCHOLOGIST (HF) (SUPERVISOR)

XL42/9831

Final Filing Date: Continuous

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 and Patton
Range U: \$8,812 - \$9,433

Salinas Valley, Stockton
and Vacaville
Range P: \$9,252 - \$9,904

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

License: Possession of a valid license as a Psychologist issued by the California Board of Psychology and possession of an earned Doctorate Degree in Psychology from an educational institution meeting the criteria of Section 2914 of the Medical Board of California's Business and Professions Code.

Individuals who do not qualify for licensure by the California Board of Psychology or who are in the process of securing this license will be admitted into the examination; however, applicants must first secure a license to practice as a psychologist in California before they will be eligible for appointment. and Experience:

Either

1. One year of experience in the California state service performing the duties of a Psychologist (Health Facility) (any specialty), or Staff Psychologist (any specialty); **or**
2. Two years of postdoctoral, post internship experience in the practice of psychology involving assessment and treatment and either training, research, consultation, or program planning in mental health services.

SPECIAL PERSONAL CHARACTERISTICS

Scientific and professional integrity; ability to handle stressful situations; patience; alertness; and demonstrated leadership ability.

POSITION DESCRIPTION

Under general direction to (1) perform difficult and responsible assignments relating to psychological assessment and treatment and either (a) assist in the direction of the psychology program of a health facility, or (b) plan, organize, develop, and direct a psychology program similar in size and nature at a health facility; or (2) plan, organize, and coordinate a special patient treatment program which utilizes psychological techniques as its main nonmedical emphasis at a health facility, and coordinate the work of treatment staff of various clinical specialties and volunteers in the program. In addition, incumbents, as needed, serve as a department wide expert and psychology consultant in a specific psychology discipline; and do other related work.

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. Principles, techniques, and problems in developing and coordinating a specialized psychological treatment program.
2. Principles, techniques, and trends in psychology with particular reference to normal and disordered behavior, human development, motivation, personality, learning, individual differences, adaptation and social interaction.
3. Methods for the assessment and modification of human behavior; characteristics and social aspects of mental and developmental disabilities.
4. Research methodology and program evaluation.
5. Institutional and social process, group dynamics.
6. Functions of psychologists in various mental health services.
7. Current trends in the field of mental health.
8. Professional training.
9. Principles of personnel management and supervision.
10. Community organization and allied professional services.
11. State and departmental equal employment opportunity policies.
12. A manager's/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. Plan, organize, direct, or coordinate a specialized psychological treatment program involving members of other treatment disciplines.
2. Provide professional consultation and program leadership.
3. Supervise consultation and program leadership.
4. Supervise professional staff.
5. Teach and participate in professional training.
6. Recognize situations requiring the creative application of technical skills.
7. Develop and evaluate creative approaches to the assessment, treatment, and rehabilitation of mental disabilities, to the conduct of research, and to the development and direction of a psychology program.
8. Plan, organize, and conduct research, data analysis, and program evaluation.
9. Conduct the more difficult assessment and psychological treatment procedures.
10. Analyze situations accurately and take effective action.
11. Communicate effectively.
12. Understand and effectively carry out State and departmental equal employment opportunity policies.
13. Effectively promote equal opportunity 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-Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton and Vacaville. The eligible lists will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton 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 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 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: 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 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.

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