



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

PROGRAM DIRECTOR (MENTAL DISABILITIES-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 a promotional spot examination for the Department of State Hospitals. Examination and/or Employment Applications will not be accepted on an open basis. Career credits do not apply.

HOW TO APPLY

PLEASE SUBMIT BOTH, AN EXAMINATION AND/OR EMPLOYMENT APPLICATION (STD. 678) FORM AND TRAINING AND EXPERIENCE ASSESSMENT 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-SACRAMENTO
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**

Competitors must have a permanent civil service appointment with the Department of State Hospitals or meet the provisions of State Personnel Board Rules 234 or 235 as of the final filing date in order to take this examination.

FINAL FILE DATE

MAY 15, 2014. Examination and/or Employment Application forms must be **POSTMARKED** no later than the final filing date. Examination and/or Employment Application forms postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted. Examination and/or Employment Application forms must have an original signature; therefore, faxed forms will not be accepted for any reason.

**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.

TESTING PERIODS

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

SALARY RANGE

Range R: \$6,882 - \$7,815
Range S: \$7,227 - \$8,206 (Salinas Valley, Stockton and Vacaville)

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.

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 final filing date.

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.

Either I

One year of clinical experience performing the duties of a Program Assistant (Mental Disabilities), Program Assistant (Mental Disabilities Safety), or Nursing Coordinator.

Or II

Four years of clinical nursing experience in the Department of State Hospital performing the duties of a class comparable in level of responsibility to that of a Unit Supervisor, Standards Compliance Coordinator, or Supervising Registered Nurse, three years of which must have been in a treatment program for persons with mental disabilities.

Or III

Four years of clinical experience working with persons who have mental or developmental disabilities as a psychiatric social worker, psychologist, rehabilitation therapist, or teacher, three years of which must have been in a treatment program for persons with mental disabilities.

SPECIAL PERSONAL CHARACTERISTICS

A willingness to work at developmental centers, State hospitals, or at correctional facilities contracting with the Department of State Hospitals for diagnostic and treatment services; leadership ability; understanding of the problems of developmentally or mentally disordered offenders; patience; and ability to handle stressful situations.

SPECIAL PHYSICAL CHARACTERISTICS

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

Incumbents review and approve overall treatment plans and evaluate forensic client, patient, or inmate progress; plan, coordinate, implement, and evaluate program objectives and results; establish operational policies and procedures to meet program objectives; formulate and determine program priorities; determine staffing requirements and ratios; work with developmental center or hospital administrative personnel, central treatment services personnel, service chiefs, other Program Directors, staff assistants, and consultants in implementing program objectives; recruit, select, and assign program personnel; develop program budget; develop and implement quality assurance programs; establish standards of performance necessary to achieve program objectives; participate in program-related community activities; visit treatment wards on a regular basis; arrange for appropriate medical services when necessary; observe and intervene in instances of disruptive or assaultive behavior; and ensure the security and safety of forensic clients, patients, inmates, staff, and visitors with the program.

POSITION LOCATION(S)

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

EXAMINATION INFORMATION

This examination will consist of a Training and Experience examination – Weighted 100%

[CLICK HERE FOR THE TRAINING AND EXPERIENCE ASSESMENT.](#)

The examination will consist solely of a Training and Experience Examination. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Examination process.

EXAMINATION SCOPE

Knowledge of:

1. Principles and methods of health care, rehabilitation, education, and psychiatric treatment as related to the care and treatment of forensic clients, patients, or inmates with developmental or mental disabilities.
2. The care and treatment of forensic clients, patients, or inmates with developmental or mental disabilities.
3. Principles for maximizing the physical, cognitive, and social development of forensic clients, patients, or inmates.
4. Specific expertise related to program content.
5. Principles, procedures, and techniques used in planning, evaluating, and administering a multidisciplinary forensic client, patient, or inmate treatment program.
6. Principles and practices of personnel management and effective supervision.
7. State and Federal laws and rules pertaining to developmental center or mental hospital administration.
8. Principles and practices of community organization for developmental or mental disabilities.
9. Developmental center/hospital organization, management, and procedures.
10. A Supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment this is free of discrimination and harassment.

Ability to:

1. Plan, direct, and coordinate a program that provides care and treatment and maximizes the progress of forensic clients, patients, or inmates.
2. Direct research and evaluation projects.
3. Analyze complex problems and take appropriate action.
4. Formulate and manage a multidisciplinary forensic client, patient, or inmate treatment program.
5. Integrate the program with the overall functions of the developmental center/hospital.
6. Communicate effectively.
7. Work independently in identifying the need for and developing proposed changes in program practices and procedures.

ELIGIBLE LIST INFORMATION

A promotional eligible list will be established for the Department of State Hospitals- Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton, and Vacaville. The resulting eligible list will be used to fill vacancies at Department of State Hospitals - Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton, and Vacaville. The list will be in effect for a minimum of 12 months. It will be abolished after 48 months or the completion of a subsequent examination, whichever occurs first.

VETERANS' PREFERENCE

Veterans' preference is not granted in promotional examinations.

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