



OPEN EXAMINATION

C A L I F O R N I A D E P A R T M E N T O F

Mental Health

www.dmh.ca.gov

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, PHYSICAL DISABILITY, MENTAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

ASSISTANT COORDINATOR OF NURSING SERVICES

CONTINUOUS TESTING

OPEN SPOT FOR COALINGA STATE HOSPITAL

SALARY: \$7,099.60

Salary already includes the Plata II Equity Differential

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 office before making any commitments.

WHERE TO APPLY **COALINGA STATE HOSPITAL
SELECTION SERVICES UNIT
P.O. BOX 5002
COALINGA, CA 93210
(559) 935-4305 / TDD (559) 935-7120**

Submit applications only to address indicated above. Do not submit applications to the State Personnel Board. This location is where you would like your list eligibility established.

NOTE: The wearing of khaki or blue jean type clothing on facility grounds is prohibited.

TESTING RESTRICTION **The testing period for this classification is 12 months.** You may not test for this classification more than once in a testing period. 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.

SPECIAL TESTING If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment Application". You will be contacted to make specific arrangements.

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

EXAM PLAN This examination will consist of a Qualifications Appraisal Interview only, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

This is an open examination. Applications will not be accepted on a promotional basis.

MINIMUM QUALIFICATIONS **NOTE: All competitors must meet the education and/or experience requirements for this examination by the testing deadline date established by the testing office.**

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

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 the Board before they will be eligible for appointment.) **AND**

EITHER I

A Bachelor's Degree in Nursing or a related health field with two years supervising experience in a facility providing in-patient services for developmentally/mentally disabled patients.

OR II

Two years of experience as a Supervising Registered Nurse or Unit Supervisor with evidence of successful completion of a specialized course in performing physical assessment of developmentally or mentally disabled persons.

OR III

Two years of experience as a Health Services Specialist with evidence of successful completion of a specialized course in performing physical assessment of developmentally or mentally disabled persons. **AND**

One year of documented shift lead experience in a California state hospital.

OR IV

Three years of experience in a California state hospital in a nursing classification comparable in level to a Registered Nurse, Range B, (two years of which shall have been in a documented shift lead capacity) with evidence of successful completion of a specialized course in performing physical assessment of persons with developmental or mentally disabled.

SPECIAL PERSONAL CHARACTERISTICS Demonstrated leadership ability; self-confidence; sympathetic and objective understanding of the problems of mentally disabled persons; and tact and emotional stability.

It is an objective of the state of California to achieve a drug-free 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.

JOB DESCRIPTION Under the direct supervision of the Coordinator of Nursing Services, after normal working hours, in a State hospital, the Assistant Coordinator of Nursing Services has hospital wide responsibility for directing and coordinating emergency nursing services to residents, employees, and visitors of all Department of Mental Health hospitals; adjust staffing when necessary to assure staffing minimums are consistent with Title 22 and JCAH standards; takes charge when internal disasters or any other crisis relating to the delivery of medical nursing services occur; initiates emergency nursing services as needed; coordinates necessary communications with outside public and private sources; plans and assists in the training of nursing staff; acts as coordinator of nursing services in his/her absence; and performs other related duties.

POSITION LOCATION(S) Positions exist at Coalinga State Hospital.

EXAM INFORMATION In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Professional nursing principles, practices and techniques related to physical care and psychological care.
2. Principles and practices used in training nursing services staff.
3. Policies, rules, regulations and procedures of hospital organization.
4. General personnel management practices and techniques to perform supervisory functions.
5. A supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion and maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Analyze situations accurately and adopt an effective course of action to deal with situations encountered on the job to maintain a safe, hostile-free working environment.
2. Observe and evaluate the quality of nursing care.
3. Develop a plan of care related to nursing.
4. Evaluate staffing needs based on hospital procedures and take action to assure staffing minimums.
5. Perform evaluations and audits of services provided.
6. Communicate effectively at a level required to maintain effective relationships with hospital staff, patients, public and private agencies.
7. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION The resulting eligible list will be used to fill vacancies at Coalinga State Hospital only. Names of successful competitors are merged onto the list in order of final scores, 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 Examination Unit at the testing facility 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.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

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. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who will take this test, and all 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 at the spot location of the examination, 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 from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office or at the State Personnel Board.

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 record and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a competitor's personal development will include consideration of her/his recognition of her/his training need; her/his plans for self-development; and the progress she/he has made in her/his efforts toward self-development.

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.

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