

# 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 DIRECTOR OF DIETETICS CONTINUOUS TESTING OPEN SPOT FOR COALINGA AND NAPA STATE HOSPITALS

**SALARY RANGE: \$4614 - 5607**

The salaries 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**

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

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

**TESTING  
RESTRICTION**

**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 examination 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.**

**NOTE : Accepted competitors are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.**

**MINIMUM  
QUALIFICATIONS**

**NOTE: All competitors must meet the education and/or experience requirements for this examination by the application deadline date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.**

**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.**

**EITHER I**

One year of experience performing the duties of a Clinical Dietitian in the California state service.

**OR II**

**Experience:** Two years of clinical or administrative experience in dietetic practice, and registration with the Commission on Dietetic Registration of the American Dietetic Association. (Applicants who are eligible to apply for registration will be admitted to the examination but must become registered to be eligible for appointment.) **AND**

**Education:** Equivalent to graduation from college with a major in dietetics or institutional management from a coordinated undergraduate dietetic program or a formalized post baccalaureate education program approved by the American Dietetic Association.

**JOB DESCRIPTION**

Under direction, the Assistant Director of Dietetics assists in the general operation of the food service and dietary activities of a State hospital; has specific assigned responsibilities in the area of clinical and/or administrative dietetic practice; and does other related work.

**POSITION  
LOCATION(S)**

Positions exist at Coalinga and Napa State Hospitals.

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.

**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. Principles of nutrition and dietetic practice.
2. Sanitation and safety measures used in the operation, cleaning and care of utensils, equipment and work areas.
3. Laws, rules, regulations and accreditation standards regarding food preparation and service.
4. Cost control records for foods.
5. Personnel management practices and techniques.
6. A 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. Apply the principles and practices of nutrition and dietetics.
2. Plan, organize and direct the work of others.
3. Requisition supplies and equipment.
4. Plan and conduct in-service training programs.
5. Analyze situations accurately and adopt an effective course of action.
6. Keep records and prepare reports.
7. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**ELIGIBLE LIST  
INFORMATION**

Each hospital/facility will establish its own list. 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 Points 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 final filing 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.

**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 Corp (eligibility shall expire 24 months after graduation from the California Conservation Corp). Three (3) points are added to the final score of those candidates who meet the above criteria and who are successful in the examination. Such examination cannot be for managerial positions described in Government Code Section 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 application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

**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.

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