

# 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

## ASSOCIATE MENTAL HEALTH SPECIALIST CONTINUOUS TESTING OPEN FOR DEPARTMENT OF MENTAL HEALTH

**SALARY RANGE: \$4400 – 5348**

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**     **DEPARTMENT OF MENTAL HEALTH  
SELECTION SERVICES UNIT  
1600 9<sup>TH</sup> STREET, ROOM 121  
SACRAMENTO, CA 95814  
(916) 654-2351 / TDD (916) 654-1782**

**Submit applications only to address indicated above.** Do not submit applications to the State Personnel Board.

**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.

**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 within the last 12 months, you are not eligible to compete in this examination.

**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 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.**

### **EITHER I**

One year of experience in California state service performing analytical work (including the planning, costing, or monitoring of a program) in a program for the mentally disabled or in a related human services area comparable to those duties performed by a Staff Services Analyst, Range C. **OR**

One year of experience providing professional clinical treatment in a State hospital in the Department of Mental Health at a level of responsibility equivalent to that of a Psychiatric Social Worker.

### **OR II**

**Education Requirements:** Equivalent to graduation from college. (Supervisory, administrative, or clinical experience in the field of mental health may be substituted for the required education on a year-for-year basis.) **AND**

Three years of experience either: (1) performing analytical staff work in planning, costing, or monitoring of a program for the mentally disabled or in a related human services area (experience applied toward this pattern must include at least one year performing duties comparable to those performed by a Staff Services Analyst, Range C); or (2) providing professional clinical treatment for the mentally disabled at a level of responsibility equivalent to that of a Psychiatric Social Worker in a State hospital for the mentally disabled.

(Possession of a Master's Degree in Psychology, Rehabilitation, Nursing, Social Work, Public Administration, or closely related field may be substituted for two years of the required experience. Candidates who possess one year of the required experience and are in their final quarter or semester of completing the required course work will be admitted to the examination, but they must produce evidence of successful completion before they may be considered eligible for appointment.)

**JOB DESCRIPTION**     Associate Mental Health Specialists under direction, perform complex technical and staff support duties in various mental health programs. Incumbents develop, implement, and evaluate mental health programs, policies, pilot projects, prototypes and accreditation standards, and perform other related duties.

**POSITION LOCATION(S)**     Positions exist with the Department of Mental Health.

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 and practices of public administration, and budgetary preparation and control.
2. Mental health planning and procedures (i.e. client level, county/clinic, state/national).
3. Current trends in mental health, public health, public welfare, and governmental budgeting.
4. Completed staff work for the purpose of analysis related to policy, procedures, legislation and program proposals.
5. Principles and practices of cultural competency.

**Ability to:**

1. Work with consumers, family members, community or forensic mental health administrators to improve mental health services.
2. Analyze situations accurately and take effective action.
3. Develop cooperative working relationships with community or forensic mental health administrators and health professionals.
4. Interpret mental health-related laws and their application to program situations.
5. Work effectively with stakeholders (i.e. interviewing clients, consumers, family members, administrators, legislative staff and constituents).
6. Communicate effectively both verbally and written.

**ELIGIBLE LIST  
INFORMATION**

The resulting eligible list will be used to fill vacancies at the Department of Mental Health only. The names of successful competitors are merged into 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, by law, qualify as an entrance examination...

**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.

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