

# OPEN EXAMINATION



CALIFORNIA DEPARTMENT OF

# Mental Health

www.dmh.ca.gov

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

## CLINICAL SOCIAL WORKER (HEALTH/CORRECTIONAL FACILITY)-SAFETY CONTINUOUS TESTING

OPEN SPOT FOR ATASCADERO, COALINGA, METROPOLITAN, NAPA AND PATTON STATE  
HOSPITALS AND SALINAS VALLEY AND VACAVILLE PSYCHIATRIC PROGRAMS

### SALARY RANGE:

**S: \$5,286 - \$6,425 (unlicensed)**

**T: \$5,687 - \$6,889 (licensed)**

### Salinas Valley & Vacaville Psychiatric Programs only

**P: \$5,551 - \$6,747 (unlicensed)**

**Q: \$5,971 - \$7,233 (licensed)**

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.

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| <b>WHERE TO APPLY</b> | <b>ATASCADERO STATE HOSPITAL<br/>EMPLOYMENT OFFICE<br/>10333 EL CAMINO REAL<br/>P.O. BOX 7005<br/>ATASCADERO, CA 93423<br/>(805) 468-3384/TDD (805) 468-2009</b> | <b>COALINGA STATE HOSPITAL<br/>SELECTION SERVICES UNIT<br/>P.O. BOX 5002<br/>COALINGA, CA 93210<br/>(559) 935-4305 / TDD (559) 935-7120</b>            | <b>METROPOLITAN STATE HOSPITAL<br/>SELECTION SERVICES UNIT<br/>11401 SOUTH BLOOMFIELD AVENUE<br/>NORWALK, CA 90650<br/>(562) 863-7011/TDD (562) 863-1743</b> |
|                       | <b>NAPA STATE HOSPITAL<br/>PERSONNEL OFFICE<br/>2100 NAPA-VALLEJO HIGHWAY<br/>NAPA, CA 94558-6293<br/>(707) 253-5611/TDD (707) 253-5768</b>                      | <b>PATTON STATE HOSPITAL<br/>HUMAN RESOURCES-EXAMS/HIRING<br/>3102 EAST HIGHLAND AVENUE<br/>PATTON, CA 92369<br/>(909) 425-7000/TDD (909) 862-5730</b> | <b>VACAVILLE PSYCHIATRIC<br/>PROGRAM<br/>SELECTION SERVICES UNIT<br/>P.O. BOX 2297<br/>VACAVILLE, CA 95696-2297<br/>(707) 449-6514</b>                       |
|                       | <b>SALINAS VALLEY PSYCHIATRIC PROGRAM<br/>P.O. BOX 1080<br/>SOLEIDAD, CA 93960<br/>(831) 678-5500 EXT. 7320</b>  |  |  |

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

California Relay for the hearing impaired: from a TDD Phone (800) 735-2929, from a Voice Phone (800) 735-2922

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|-----------------------------------|--|
| <b>TESTING<br/>RESTRICTION</b>    | <b>The testing period for this classification is 12 months.</b> 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. |
| <b>SPECIAL TESTING</b>            | 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.   |
| <b>APPLICATION<br/>DEADLINE</b>   | <b>CONTINUOUS TESTING - NO APPLICATION DEADLINE.</b> Testing is considered continuous as examining dates may be set at any time.   |
| <b>EXAM PLAN</b>                  | 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. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b> This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.   |
| <b>MINIMUM<br/>QUALIFICATIONS</b> | <b>NOTE: All competitors must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office. 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.</b>   |

Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science. [Individuals who do not qualify for licensure by the California Board of Behavioral Science may be admitted into the examination and may be appointed but must secure a valid license within four years of appointment; however, an individual can be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for one additional year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. The time duration for unlicensed employment does not apply to active doctoral candidates in social work, social welfare, or social service, until the completion of such training.]

[Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year at which time licensure shall have been obtained or the employment shall be terminated; an extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. Individuals granted an additional one year based on extenuating circumstances may be appointed for a maximum of two years at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.]

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.

AND

**Education:** Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education.

**SPECIAL PERSONAL CHARACTERISTICS**

An objective and empathetic understanding of individuals with mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; ability to handle stressful situations; and respect for persons from diverse backgrounds.

**SPECIAL PHYSICAL CHARACTERISTICS**

Persons appointed to the class of Clinical Social Worker (Health/Correctional Facility) – Safety are reasonable expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees or patients.

**DRUG TESTING REQUIREMENT**

Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

**JOB DESCRIPTION**

Under general direction, in a health facility, to do responsible clinical social work with and on behalf of mentally disabled persons and their relatives, and to do other related work. Responsible for maintaining safety by assisting staff in inspecting facilities, or observing behavior to identify or intervene in security breaches that could lead to injuries or escape.

**POSITION LOCATION(S)**

Positions exist at Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs.

**EXAM INFORMATION**

**Scope:** 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, procedures, techniques, trends, and literature of social work with particular reference to clinical social work.
2. Psycho/social aspects of mental disabilities.
3. Community organization principles.
4. Scope and activities of public and private health and welfare agencies.
5. Characteristics of mental disabilities.
6. Current trends in mental health, public health and public welfare, and Federal and State programs in these fields.

**Ability to:**

1. Utilize and effectively apply the required technical knowledge.
2. Establish and maintain the confidence and cooperation of persons contacted in the work.
3. Secure accurate psycho/social data and record such data systematically.
4. Prepare clear, accurate, and concise reports.
5. Work with family and community agencies in preparation for discharge.
6. Develop and implement programs.
7. Provide professional consultation.
8. Analyze situations accurately and take effective action.
9. Communicate effectively.

**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 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. 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.**