

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

HEALTH SERVICES SPECIALIST (SAFETY)

CONTINUOUS TESTING

OPEN SPOT FOR COALINGA STATE HOSPITAL

SALARY RANGE: \$5,774.14 - \$7,127.14

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.

**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.

**MINIMUM
QUALIFICATIONS**

NOTE: All competitors must meet the education and/or experience requirements for this examination by the application 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 that Board before they will be eligible for appointment.) **AND**

EITHER I

Bachelor of Science degree with a major in a health-related field and one year of nursing experience working with developmentally or mentally disabled persons.

OR II

One year of experience performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B, in a California developmental center or State hospital working with developmentally or mentally disabled persons.

OR III

One year of experience directing the nursing services of a developmental center or State hospital level-of-care unit during an eight-hour shift working with developmentally or mentally disabled persons.

**SPECIAL
PERSONAL
CHARACTERISTICS**

Willingness to work at a State hospital performing diagnostic and treatment services; demonstrated leadership ability; sympathetic and objective understanding of the problems of mentally disordered persons; tact; patience; and ability to handle stressful situations.

**SPECIAL PHYSICAL
CHARACTERISTICS**

Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without endangering their own health and well-being or that of their fellow employees, patients, or the public.

JOB DESCRIPTION

Under administrative direction of a Program Director and professional direction of the Coordinator of Nursing Services in a state hospital, the Health Services Specialist (Safety) is responsible for the ongoing monitoring, assessing and making of recommendations for the maintenance of quality nursing services with primary emphasis on the physical care needs of patients in a program on an assigned shift; assures education and training in nursing care is provided to unit personnel; and performs other related duties. This class is distinguished from the Health Services Specialist classification by the custody requirements imposed by the criminal nature of the patient population and the security features of the facility.

**POSITION
LOCATION(S)**

Positions exist at Coalinga State Hospital.

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. California healing arts licensure laws and regulations, regulations pertaining to hospital licensing, certification and accreditation.
2. Principles and practices used in training nursing services staff of a treatment program.
3. Professional nursing principles and techniques.
4. Concepts and methods of consultation.
5. Principles of specialized treatment and training techniques as they relate to mentally disabled patients.
6. Program organization in California forensic facilities.

Ability to:

1. Evaluate and monitor the quality of nursing services with specific emphasis on physical care.
2. Plan, conduct and evaluate training for the nursing services staff of a treatment program.
3. Work effectively with a multidisciplinary clinical staff.
4. Perform evaluations and write reports.
5. Communicate effectively both orally and in writing.

**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 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 qualify as an entrance examination by 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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