



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

NURSING COORDINATOR (SAFETY) CONTINUOUS TESTING OPEN SPOT FOR VACAVILLE PSYCHIATRIC PROGRAM

SALARY RANGE: \$7549.60*

***Salary already includes a \$450 recruitment & retention differential and Plata II Equity differential**

HOW TO APPLY	Applications (Form 678) must be postmarked no later than the application deadline date. Applications postmarked, personally delivered or received via interoffice mail after the application deadline date will not be accepted.
WHERE TO APPLY	VACAVILLE PSYCHIATRIC PROGRAM SELECTION SERVICES UNIT P.O. BOX 2297 VACAVILLE, CA 95696-2297 (707) 449-6514 California Relay for the hearing impaired: from a TDD Phone (800) 735 – 2929, from a Voice Phone (800) 735 – 2922. Submit applications to address indicated above only. 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. 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 application deadline date. Licensure requirements: Possession of a valid license to practice as a psychiatric technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners. OR Possession of the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nurses. AND EITHER I Two years of clinical nursing experience in the Department of Developmental Services or the Department of Mental Health performing the duties of a class with a level of responsibility at least comparable to that of Supervising Registered Nurse or Unit Supervisor. OR II Four years of clinical nursing experience with 24-hour responsibility for a nursing program unit in a developmental or mental health setting. (Experience in California state service applied toward this requirement must be in a class with a level of responsibility comparable to that of Registered Nurse, Range B.)
SPECIAL PERSONAL CHARACTERISTICS	Willingness to work at State Hospitals for diagnostic and treatment services; demonstrated leadership ability; tact; patience; and the ability to handle stressful situations.
SPECIAL PHYSICAL CHARACTERISTICS	Incumbents must be able to perform all job functions encountered on the job and during emergency situations without endangering their own health and well being or that of their fellow employees, patients or the public.
JOB DESCRIPTION	Under direction, Nursing Coordinators (Safety), in a program providing care to patients who are mentally disabled offenders, coordinate the nursing care activities in a treatment program; assist the Program Director with the administration of a treatment program with particular emphasis on nursing care activities; and perform other related work. This class is distinguished from Nursing Coordinator 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 Vacaville Psychiatric Program.

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. The principles and practices of personnel management and effective supervision in planning, organizing and directing technical nursing services staff of a treatment program.
2. Professional nursing principles and techniques.
3. Principles of specialized treatment and training techniques as they relate to the mentally disordered offenders.
4. Treatment program organization in State hospitals.
5. Medicines and narcotics.
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. Plan and direct the work of nursing services staff in a treatment program.
2. Develop nursing care and treatment plans in order to reach measurable objectives.
3. Assess, plan, and implement staff training to meet patient objectives.
4. Work effectively with multidisciplinary clinical staff.
5. Represent the Program Director in discussions of all aspects of nursing services.
6. Communicate effectively.
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 lists will be used to fill vacancies at Vacaville Psychiatric Program. 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 is not 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 a 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.