

OPEN EXAMINATION



CALIFORNIA DEPARTMENT OF Mental Health

www.dmh.ca.gov

EEQUAL 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

PSYCHIATRIC TECHNICIAN (SAFETY) CONTINUOUS TESTING OPEN SPOT FOR ATASCADERO, COALINGA, METROPOLITAN, NAPA, AND PATTON STATE HOSPITALS

SALARY RANGES:

S: \$4,476 - \$4,585 T: \$4,627 - \$4,740 U: \$4,798 – \$4,915

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	ATASCADERO STATE HOSPITAL EMPLOYMENT OFFICE 10333 EL CAMINO REAL P.O. BOX 7005 ATASCADERO, CA 93423-7005 (805) 468-3384/TDD (805) 468-2009	COALINGA STATE HOSPITAL SELECTION SERVICES UNIT P.O. BOX 5002 COALINGA, CA 93210 (559) 935-4305 / TDD (559) 935-7120	METROPOLITAN STATE HOSPITAL 11401 SOUTH BLOOMFIELD AVENUE NORWALK, CA 90650 (562) 863-7011/TDD (562) 863-1743
	NAPA STATE HOSPITAL PERSONNEL OFFICE 2100 NAPA-VALLEJO HIGHWAY NAPA, CA 94558-6293 (707) 253-5611/TDD (707) 253-5768	PATTON STATE HOSPITAL HUMAN RESOURCES-EXAMS/HIRING 3102 EAST HIGHLAND AVENUE PATTON, CA 92369 (909) 425-7000/TDD (909) 862-5730	

Submit an application to one addresses indicated above. This location is where you would like your list eligibility established. 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 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. Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners. (Applicants who are within four months of completing the Psychiatric Technician curriculum accredited by the California Board of Vocational Nurse and Psychiatric Technician Examiners will be admitted to the examination but they must secure this license before they will be eligible for appointment.)
SPECIAL PERSONAL CHARACTERISTICS	An interest and a willingness to work in a State hospital; understanding of the behavior of forensic clients'; ability to handle stressful situations; patience; tolerance; tact; alertness; neat personal appearance; and hearing and vision required for successful job performance.
SPECIAL PHYSICAL CHARACTERISTICS	Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering the health and well-being of the incumbents, fellow employees, patients, or the public.
DRUG TESTING REQUIREMENTS	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	Incumbents work under general supervision and, in addition to their custody responsibilities, provide a basic level of general behavioral and psychiatric nursing care and are expected through their attitude, knowledge, and performance to facilitate the rehabilitation of forensic clients. Incumbents may assist in the training of Psychiatric Technician Trainees and other ancillary staff; and do other related work.
POSITION LOCATION(S)	Positions exist at Atascadero, Coalinga, Metropolitan, Napa, and Patton 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**

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. Custody procedures and public and property protection policies.
2. Fundamentals of nursing care, general behavioral and psychiatric procedures, forensic client behavior, and mental health principles and techniques involved in the care and treatment of individual or groups of mentally disordered forensic clients.
3. Current first-aid methods.
4. Medical terminology.
5. Pharmacology.
6. Cardiopulmonary resuscitation.
7. Management Assaultive Behavior techniques.
8. Hospital procedures.

Ability to:

1. Learn and apply sound judgment for situations including the protection of persons and property.
2. Apply basic nursing knowledge, skills and attitudes.
3. Establish effective therapeutic relationships with mentally disordered forensic clients.
4. Recognize symptoms requiring medical or psychiatric attention.
5. Think and act quickly in emergencies.
6. Work with a treatment team to provide occupational, recreational, vocational and educational therapy programs for forensic clients.
7. Follow directions.
8. Keep appropriate records.
9. Develop clear and concise reports of incidents.
10. Analyze situations accurately and take effective action.

**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 be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT.

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.