

# 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

## **PUBLIC HEALTH NURSE II CONTINUOUS TESTING OPEN SPOT FOR COALINGA STATE HOSPITAL**

**SALARY RANGE: \$5,351 - \$6,837**

Plus an \$858.14 per month Plata II Equity Differential

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**     **COALINGA STATE HOSPITAL  
SELECTION SERVICES  
P.O. BOX 5002  
COALINGA, CA 93210  
(559) 935-4305 / TDD (559) 935-7120**

**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.

**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 Psychiatric Program or Vacaville Psychiatric Program, 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 as a registered nurse and a valid certificate as a public health nurse in California. (Applicants who do not meet these requirements will be admitted to the examination, but they must secure the required license and certificate before they will be considered eligible for appointment.) **AND**

### **EITHER I**

One year of experience performing the duties of a Public Health Nurse I in the California State service.

### **OR II**

**Experience:** Two years of experience as a public health nurse in a generalized public health nurse program; **AND**

**Education:** Completion of a university of collegiate program of study approved for public health nursing.

**SPECIAL PERSONAL CHARACTERISTICS**     Tact; pleasing personality and appearance; discretion; willingness to live and work in a rural area or in an institutional facility; willingness to travel.

**JOB DESCRIPTION**     Under general direction, to plan and provide public health nursing services for state hospitals; assists with the prevention and control of communicable diseases; carry out epidemiological investigations; keep records and prepare reports and does other related duties.

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.

**POSITION  
LOCATION(S)**

A position exists at Coalinga State Hospital.

**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 nursing as applied to public health practice, and preventative medicine and sanitation.
2. Causes and means of transmission and methods of control of communicable diseases, including tuberculosis and venereal disease.
3. Principles and purposes of public health programs.
4. Work of other social and health agencies and functions of other professions as related to public health nursing.
5. Principles of mental health.

**Ability to:**

1. Exercise independent judgment and plan, organize, and carry out community public health nursing activities in a local area or in an institution.
2. Work effectively with individuals of families to assist them in satisfactory solution of health problems.
3. Provide leadership in community health programs.
4. Secure the cooperation of and work effectively with individuals and agencies.
5. Analyze situations accurately and take effective action.
6. Communicate effectively both orally and in writing for successful job performance.

**If conditions warrant**, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each competitor take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**ELIGIBLE LIST  
INFORMATION**

The resulting eligible list will be used to fill vacancies at Coalinga State Hospital. 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. 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.**