

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, MENTAL DISABILITY, PHYSICAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

SUPERVISING REGISTERED NURSE (SAFETY)

CONTINUOUS TESTING

OPEN SPOT FOR COALINGA AND NAPA STATE HOSPITALS AND SALINAS VALLEY AND VACAVILLE PSYCHIATRIC PROGRAMS

SALARY RANGE: \$7,099.60

All State Hospitals receive a \$450 per month recruitment and retention differential.
Salinas Valley Psychiatric Program receives a \$1000 per month recruitment and retention 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 UNIT
P.O. BOX 5002
COALINGA, CA 93210
(559) 935-4305 / TDD (559) 935-7120**

**NAPA STATE HOSPITAL
PERSONNEL OFFICE
2100 NAPA-VALLEJO HIGHWAY
NAPA, CA 94558-6293
(707) 253-5611/TDD (707) 253-5768**

**SALINAS VALLEY PSYCHIATRIC PROGRAM
P.O. BOX 1080
SOLEDAD, CA 93960
(831) 678-5500 EXT. 7320**

**VACAVILLE PSYCHIATRIC PROGRAM
SELECTION SERVICES UNIT
PO 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 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 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. Career credits do not apply.

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 the legal requirements to practice as a professional Registered Nurse in California. (Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nurses will be admitted to the examination but must possess all legal requirements as determined by that Board before they will be considered eligible for appointment.) **AND**

Either I

One year of experience in California state service performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B.

Or II

Two years of professional nursing experience, in a facility licensed for inpatient care. (Possession of a Master's Degree in Nursing may be substituted for one year of the required experience.)

(Candidates who are within six months of completing the experience requirements will be admitted to the exam but they must complete all requirements before they will be considered eligible for appointment.)

SPECIAL PERSONAL CHARACTERISTICS

An interest and willingness to work at the State hospital or at the Psychiatric Program at Vacaville; ability to handle stressful situations; sensitivity to the needs of forensic clients; tact; patience; alertness; and keenness of observation.

SPECIAL PHYSICAL CHARACTERISTICS

Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, emotionally stressful and emergency situations encountered on the job without endangering the health and well being of the incumbent, fellow employees, forensic clients, or the public.

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.

**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 direction, the Supervising Registered Nurse (Safety) is responsible for the overall management and supervision of an organized nursing unit on a 24-hour basis in a State hospital providing care to forensic clients who are mentally disordered offenders; is responsible for the nursing care and practices of an organized nursing unit or for a nursing service; plans, implements, evaluates, and provides for continuity of forensic client care; works with other disciplines to integrate nursing services to provide a total treatment program; teaches, plans, directs, supervises and evaluates nursing personnel; and does other related work.

In the performance of custody responsibilities, observes and intervenes in instances of disruptive or assaultive behavior; supervises, and, as needed, assists subordinate staff in: the counting, distributing and accounting of all utensils to prevent their use as weapons; inspecting forensic clients' mail and living areas for hazardous contraband; inspecting facility to identify security breaches that could lead to forensic client escape; observing and intervening in forensic client behavior that may signal an impending escape attempt; and escorting forensic clients to other areas of the facility.

**POSITION
LOCATION(S)**

Positions exist at Coalinga and Napa 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. Professional nursing principles and techniques.
2. Hospital routine and equipment.
3. Medicines and narcotics.
4. Custody procedures.
5. Public and property protection policies.
6. Techniques of effective supervision and unit management.
7. The interrelationship of treatment activities in a hospital setting.
8. A supervisor's role in the Equal Employment Opportunity Program.

Ability to:

1. Apply nursing techniques.
2. Observe and record symptoms and behavior.
3. Keep records and prepare reports.
4. Gain the interest, respect and cooperation of forensic clients.
5. Learn and apply sound judgement in situations requiring the protection of persons and property.
6. Plan, organize and direct the work of others.
7. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**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. 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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