

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

UNIT SUPERVISOR (SAFETY) CONTINUOUS TESTING OPEN SPOT FOR NAPA STATE HOSPITAL

SALARY RANGE: \$6,527 - \$6,882

The salaries in this bulletin may not reflect all pay raises. You should verify the salary level(s) with the department personnel office before making any commitments.

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

California Relay for the hearing impaired: from a TDD Phone (800) 735-2929, from a Voice Phone (800) 735-2922.

Submit an application to the 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 examination 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 established by the testing office.**

EITHER I

Possession of the legal requirements to practice as a professional Registered Nurse in California as determined by the California Board of Registered Nursing.

OR II

Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technicians. **AND**

Experience: One year of experience performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B or Senior Psychiatric Technician classification in the direction of the nursing services for a California developmental center, State hospital, Psychiatric Program, or correctional facility level-of-care unit during a shift.

SPECIAL PERSONAL CHARACTERISTICS Willingness to work at State hospitals; demonstrated leadership ability; tact; patience; and emotional stability.

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 incumbent, fellow employees, patients, or the public.

JOB DESCRIPTION A Unit Supervisor (Safety) works in a program providing care to patients who are mentally disordered offenders; administers the routine nursing services of a unit; coordinates the work of a unit and works as a liaison between unit staff on different shifts; trains and develops shift leads and instructs level-of-care nursing personnel in nursing, habilitation and rehabilitation techniques; and does other related work.

POSITION LOCATION(S) Positions exist at Napa 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. Fundamental nursing care and pharmacology.
2. Legal aspects of patient care.
3. General psychiatric nursing theory and practices.
4. Techniques in the care and treatment of mentally disabled or mental disordered offenders.
5. Principles and practices of unit management.
6. Principles and techniques of effective supervision.
7. 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. Supervise the work of level-of-care personnel.
2. Establish cooperative working relationships between various disciplines.
3. Manage a State hospital level-of-care unit.
4. Follow verbal and written directions.
5. Communicate effectively both orally and in writing for successful job performance.
6. Analyze situations accurately and take prompt and effective action.
7. Develop clear and concise reports.
8. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**ELIGIBLE LIST
INFORMATION**

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 ACHIEVE 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 final filing 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.

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.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.