



# CONTINUOUS OPEN EXAMINATION FOR DEPARTMENT OF STATE HOSPITALS

## Health Program Coordinator, Correctional Facility

[www.dsh.ca.gov](http://www.dsh.ca.gov)

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the State of California to achieve a drug-free state 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.

**EXAMINATION TYPE AND POSITION LOCATIONS**      This is an open examination for the Department of State Hospitals (DSH) for the following location(s):

**DSH - Salinas Valley**                      **DSH - Vacaville**

State Applications (STD. 678) will not be accepted on a promotional basis. Career credits do not apply.

**HOW TO APPLY**                      **MAIL OR HAND DELIVER BOTH, A STATE APPLICATION (STD. 678) AND TRAINING AND EXPERIENCE EXAMINATION TO:**

**DEPARTMENT OF STATE HOSPITALS-SACRAMENTO  
SELECTION SERVICES UNIT  
1600 9TH STREET, ROOM 121  
SACRAMENTO, CA 95814 (916) 651-8832**

**California Relay for the hearing impaired:**  
From a TDD Phone (800) 735-2929  
From a Voice Phone (800) 735-2922

**DO NOT SUBMIT A STATE APPLICATION (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

**NOTE:** All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. State Application (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

**EXAMINATION ELIGIBILITY LIMITATION**                      A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of State Hospitals- Atascadero, Coalinga, Metropolitan, Napa, Patton, Sacramento, Salinas Valley, Stockton, or Vacaville within the last 12 months, you are not eligible to compete in this examination.

**FINAL FILE DATE**                      **Continuous Testing – No Final File Date.** Testing is considered continuous as dates can be set at any time.

**SPECIAL TESTING ARRANGEMENTS**                      If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the State Application (STD. 678). The Selection Services Unit will contact you to make special testing arrangements.

**SALARY RANGE**

\$ 6,645 - \$8,395 \*

\*Salary reflects the increase effective 7/1/2015.

The salaries used in the 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.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

**NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.**

**MINIMUM QUALIFICATIONS**

Possession of a valid license as a Registered Nurse or Licensed Vocational Nurse to practice in the State of California. **and**

**Either I**

In the Department of Corrections, either: Two years of experience in a correctional facility performing the duties of a Senior Medical Technical Assistant or Registered Nurse III or Supervising Nurse II.

**Or II**

Experience: Three years of progressively responsible experience in hospital administration which must have included at least one year of experience in a correctional facility health care program; (Experience in this pattern must have been equivalent to that in Pattern I.) **and**

Education: Equivalent to graduation from college with a major in hospital, public or business administration.

(Possession of a Master's Degree in hospital, public, or business administration may be substituted for two years of the required general experience.)

**SPECIAL PERSONAL CHARACTERISTICS**

Neat personal appearance; adaptability; ability to handle stressful situations; patience; understanding of persons under restraint; leadership ability; willingness to work irregular hours; satisfactory record as a law abiding citizen; normal or corrected to normal hearing; sound physical condition; strength; endurance; and agility; willingness to report for duty at any time due to an emergency crisis.

**Felony Disqualification:** Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to positions in this class.

**Training Requirement:** Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.

**Background Investigation:** Pursuant to Government Code Section 1030(d), all persons successful in this examination who are not peace officers with the Department of Corrections shall be required to undergo a thorough background investigation prior to appointment.

**Citizen Requirement:** Pursuant to Government Code Section 1031(a), in order to be appointed to a peace officer position a person must be either a United States citizen or be a permanent resident alien who is eligible and has applied for United States Citizenship at least one year prior to the final filing date for an examination. The one- year requirement does not apply to permanent resident aliens who have applied for employment prior to their 19th birthday.

**Age Limitation:** Minimum age for appointment: 21 years, pursuant to Government Code Section 1031(b).

**JOB DESCRIPTION**

Health Program Coordinator, Correctional Facility, under medical direction of the Institution's Chief Medical Officer or Medical Director, and custody consultation with a Correctional Captain, plans, organizes and administratively directs the custody-related nursing and medical support services in the clinics, infirmaries, correctional treatment centers, and large hospital units within an Institution; maintains security and directly supervises the custody and various administrative service elements of these health care programs; performs peace officer duties as required; and performs other related work.

**EXAMINATION INFORMATION**

This examination will consist of a Training and Experience Examination – Weighted 100%

[\*\*CLICK HERE FOR THE TRAINING AND EXPERIENCE EXAMINATION.\*\*](#)

The examination will consist solely of a Training and Experience Examination. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Examination process.

**EXAMINATION SCOPE**

**Knowledge of:**

1. Principles and practices of organization management, correctional administration, and criminology.
2. Problems involved in managing the health care services of a correctional facility.
3. Methods of discipline, and the attitudes, problems, and behavior of persons under restraint.
4. Principles and practices of personnel management and supervision.
5. Care and use of firearms.
6. Business principles and problems involved in administration and supervision of a correctional facility's health care program.
7. Principles and methods of employee training.
8. Determining training needs and evaluating training results.
9. Program development and evaluation techniques.
10. Principles and objectives of automated management data systems.
11. 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, organize, direct and evaluate the administrative, medical, and custody services to meet treatment, training and security issues in a health care setting.
2. Analyze data and make administrative studies and prepare clear, concise and comprehensive reports.
3. Analyze situations accurately and take an effective course of action.
4. Supervise and train staff.
5. Enforce institutional rules and regulations with firmness, tact, and impartiality.
6. Think and act quickly in emergencies.
7. Motivate the establishment of organizational goals.
8. Speak and write effectively.
9. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**ELIGIBLE LIST INFORMATION**

A departmental open eligible list will be established for the Department of State Hospitals-Salinas Valley and Vacaville. The eligible list will be used to fill vacancies at Salinas Valley and Vacaville. Names of successful competitors are merged onto the list in order of final score, 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 will be granted in this examination.

## GENERAL INFORMATION

**For an examination without a written feature** it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 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.

**State Applications (STD. 678) are available** at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at [www.CalHR.ca.gov](http://www.CalHR.ca.gov).

**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. Competitors who pass will be ranked according to their scores.

**The Department of State Hospitals** 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.

**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 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 records and personal history and fingerprinting may be required.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**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.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the State Applications (STD. 678). (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)

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## DEPARTMENT OF STATE HOSPITALS

Selection Services Unit  
1600 9<sup>th</sup> Street, Room 121  
Sacramento, CA 95814

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

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922