



California Department of  
**State Hospitals**



CALIFORNIA CORRECTIONAL  
HEALTH CARE SERVICES



## Nursing Coordinator (Safety)

Exam Code: 0MHPE

Department(s): State of California

Opening Date: 6/4/2020

Final Filing Date: Continuous

Type of Examination: Open

### CLASSIFICATION DETAILS

Nursing Coordinator (Safety) - Range A \$6,392.00 - \$8,541.00 per Month

Nursing Coordinator (Safety) - Range S \$8,501.00 - \$10,741.00 per Month

Nursing Coordinator (Safety) - Range T \$8,577.00 - \$10,741.00 per Month

Nursing Coordinator (Safety) - Range U \$9,457.00 - \$11,838.00 per Month

Applications are accepted on a continuous basis. The cutoff date is the third Friday of each month. All completed applications submitted by the cutoff date will be processed for that administration.

#### Who Should Apply:

The information below will help you determine which classification(s) is (are) appropriate for you. Applicants must meet the Minimum Qualifications as stated on this bulletin to compete in this examination.

Once you have taken this examination, you may not take it again **for twelve (12) months**.

#### How to Apply:

Applicants are required to submit an Examination/Employment Application (STD 678) found at [www.calcareers.ca.gov](http://www.calcareers.ca.gov) either by mail, in person, or via email to the address listed below. Under the "Explanations" section of the STD 678, indicate how you would like to receive the examination (i.e., email or regular mail), if no method is identified on the STD 678, the examination will be emailed to the email address provided.

The preferred method to apply is by emailing your STD 678 to:

[SacramentoExamsUnit@dsh.ca.gov](mailto:SacramentoExamsUnit@dsh.ca.gov)

**Type the following in the Subject Line of the email: 0MHPE – First Name Last Name**

You may apply by mail to:

Department of State Hospitals – Sacramento  
Selection Services Unit  
1600 9<sup>th</sup> Street – Room 121  
Sacramento, CA 95814

Indicate the Examination Code and Classification(s) on your Examination/Employment Application (STD 678).

You may apply in person at:

Department of State Hospitals – Sacramento  
Selection Services Unit  
1600 9<sup>th</sup> Street  
Sacramento, CA 95814  
Monday through Friday. 8am to 5pm (excluding State holidays)

Indicate the Examination Code and Classification(s) on your Examination/Employment Application (STD 678).

**Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

**MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time job, regardless of whether the job was a paid or volunteer position or was within or outside of State service will count towards experience.

Licensure requirements: Possession of a valid license to practice as a psychiatric technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners.

Or Possession of the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nurses. and

Either 1 Experience: Two years of clinical nursing experience in the Department of Developmental Services or the Department of Mental Health performing the duties of a class with a level of responsibility at least comparable to that of a Supervising Registered Nurse or Unit Supervisor.

Or 2 Experience: Four years of clinical nursing experience with 24-hour responsibility for a nursing program unit in a developmental or mental health setting. (Experience in the California state service applied toward this requirement must be in a class with a level of responsibility comparable to that of a Registered Nurse, Range B.

## POSITION DESCRIPTION

Under direction at developmental centers, State hospitals, or correctional facilities contracting with the Department of Mental Health for diagnostic and treatment services, in a program providing care to patients who are developmentally or mentally disordered offenders, coordinates the nursing care activities in a treatment program; assists the Program Director with the administration of a treatment program with particular emphasis on nursing care activities; and does other work as required.

## EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation: weighted 100% of the final score.**

A final score of 70% must be attained to be placed on the eligible list.

In addition to evaluating the applicant's relative knowledge, skill, and ability as demonstrated by quality and breadth of education/experience, emphasis in each test component will be on measuring competitively, relative job demands, each applicants:

Knowledge of:

1. The principles and practices of personnel management and effective supervision in planning, organizing, and directing technical nursing services staff of a treatment program.
2. Professional nursing principles and techniques
3. Principles of specialized treatment and training techniques as they relate to the developmentally or mentally disordered offenders
4. Treatment program organization in developmental centers or State hospitals
5. Medicines and narcotics
6. A supervisors role in the Equal Employment Opportunity Program

Ability to:

1. Plan and direct the work of nursing services staff in a treatment program.
2. Develop nursing care and treatment plans in order to reach measurable objectives
3. Assess, plan, and implement staff training to meet patient objectives
4. Work effectively with multidisciplinary clinical staff
5. Represent the Program Director in discussions of all aspects of nursing services
6. Communicate effectively

Special Personal Characteristics:

1. Willingness to work at developmental centers, State hospitals, or correctional facilities contracting with the Department of Mental Health for diagnostic and treatment services
2. Demonstrated leadership ability
3. Sympathetic and objective understanding of the problems of developmentally or mentally disordered offenders
4. Tact
5. Patience
6. Emotional stability
7. Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public

### ELIGIBLE LIST INFORMATION

A Servicewide, Open eligible list for the Nursing Coordinator (Safety) Classification will be established for:

State of California (All California departments statewide)

The names of successful competitors will be merged onto the eligible list(s) in order of final score regardless of test date. Eligibility expires 12 months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application Form (Std. 1093) is available [online](#). Additional information on Veteran benefits is available at the Department of Veterans Affairs.

Career Credits are not granted for examination(s) administered on an Open basis or Promotional basis.

### PREPARING FOR THE EXAMINATION

**Here is a list of suggested resources to have available prior to taking the exam.**

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School name and addresses, degree(s) earned, date(s) attended, courses taken (Verifiable on a Transcript), person or office who can verify education and phone numbers of persons listed above.

**Training:** Class titles, certifications received, name of person who can verify your training and their contact information.

## **TAKING THE EXAM**

You are required to submit your application following the instructions above. Once it has been determined that you meet the minimum qualifications for entrance into the examination, you will be contacted by email (unless you specify mail on your STD 678) 2-3 weeks after the cut-off-date with instructions for completing this examination.

## **TESTING DEPARTMENT**

Department of State Hospitals

## **CONTACT INFORMATION**

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of State Hospitals  
Selection Services Unit  
Monday through Friday, 8am to 5pm (excluding State holidays)  
Phone: 916-651-8832  
[SacramentoExamsUnit@dsh.ca.gov](mailto:SacramentoExamsUnit@dsh.ca.gov)

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)  
TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

## **DRUG FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. 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.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer Account ([www.CalCareers.ca.gov](http://www.CalCareers.ca.gov)).

If you meet the requirements stated on this examination bulletin, you may take this competitive examination. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their scores.

California Department of Human Resources (CalHR) 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 laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide 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 the bulletin.