



# LICENSED VOCATIONAL NURSE (SAFETY)

TL80/8274 – Exam Code: 9RC14

OPEN – STATEWIDE

## CONTINUOUS INTERNET EXAMINATION, FILING, AND JOB VACANCIES

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AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

**EXAMINATION BASE**      **DEPARTMENTAL OPEN FOR:**  
  
**California Prison Health Care Services (CPHCS)**

Positions currently exist statewide with CPHCS.

**POSITION DESCRIPTION**      A Licensed Vocational Nurse (Safety), under clinical direction of a registered nurse or physician and under assigned administrative supervision at a State correctional hospital/facility or correctional facility, in a program providing care to forensic clients, patients, or inmates, provides a basic level of general nursing care to forensic clients, patients, or inmates with mental, emotional, or developmental disabilities, or visually impaired, medically ill, or infirm forensic clients, patients, or inmates; and does other related work.

**WHO CAN APPLY**      Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.

**HOW TO APPLY**      The application and Training and Experience Assessment are available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Licensed Vocational Nurse (Safety) is contained within the Internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Evaluation Assessment on the Internet by connecting to the following on-line instructions:

[http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp)

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA also has internet terminals that are available for public use at no cost. For more information, contact the Service Center at 1-866-844-8671.

**APPLICATION DEADLINE/ TESTING PERIOD**      Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time they file their applications.

The testing period for this examination is six (6) months. Once you have taken the Training and Experience Assessment examination, you may not retest for six (6) months.

**SALARY RANGE**      **Currently, as of January 1, 2009:**

**\$3,500 - \$4,254 Monthly** - This salary range applies to incumbents appointed to Adult Institutions and Division of Correctional Health Care Services **except** for at the following locations: San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

**\$3,929 - \$4,777 Monthly** - This salary range applies to incumbents appointed to Adult Institutions and Division of Correctional Health Care Services **only** at the following locations: San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

**BENEFITS**

For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/Benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/OEC/benefits/benefits.aspx>

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

**MINIMUM QUALIFICATIONS**

Possession of a valid, active license from the State of California to practice as a Licensed Vocational Nurse.

**Special Personal Characteristics:** Willingness to work in a State correctional facility; demonstrated leadership ability; aptitude for working with forensic clients, patients, inmates, and/or youthful offenders who are acutely ill, infirm, visually impaired, have an emotional disorder, or who are mentally or developmentally disordered offenders; and demonstrate emotional stability, patience, tact, and alertness.

**Special Physical Characteristics:** Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees, forensic clients, patients, or that of inmates.

**Drug Testing Requirement:** Applicants for positions in this class are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

**EXAMINATION PLAN**

This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Fundamentals of nursing care, including medication administration.
2. General nursing procedures and techniques involved in the forensic client/patient/inmate care.
3. Principles used in caring for individuals who are immobile.
4. Medical terminology.
5. General hospital/facility routine and equipment.

Ability to:

1. Perform nursing procedures as regulated by licensure and certification.
2. Observe and document symptoms and behavior.
3. Maintain records and prepare reports.
4. Gain the interest, respect and cooperation of forensic clients/patients/inmates.
5. Work effectively with forensic clients/patients/inmates and the interdisciplinary treatment team.
6. Function effectively in an emergency situation.
7. Practice universal precautions.

**ELIGIBLE LIST INFORMATION**

An open merged eligible list will be established for CPHCS. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**VETERANS POINTS/ CAREER CREDITS**

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career Credits will not be granted in this examination.

**GENERAL INFORMATION**

**Applications** are available at the State Personnel Board or their website at [spb.ca.gov](http://spb.ca.gov), local offices of the Employment Development Department, and at the California Prison Health Care Services.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**The California Prison Health Care Services** 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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, an investigation may be made of employment records and personal history, and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate 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 (high school is four years).

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE 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.**

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086**  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038  
[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**

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