



**NURSE CONSULTANT III (SPECIALIST)**  
**NURSE CONSULTANT III (SUPERVISOR)**  
California Correctional Health Care Services

**OPEN – SPOT CONTINUOUS FILING**

CONTACT  
INFORMATION  
ON THE WEB

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

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

*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.*

**POSITION INFORMATION**

Positions currently exist with the California Correctional Health Care Services at:

- Headquarters in Elk Grove, California

Please only take this examination if you are interested in working at this location.

A Nurse Consultant III (Specialist), under general direction, serves as a highly skilled technical program consultant or as a recognized authority in areas of extreme sensitivity, complexity, or of high specialization; provides the most complex, difficult, and sensitive consultation; develops, plans, organizes, coordinates, implements, and evaluates the nursing and related components of a major statewide program; evaluates and ensures statewide program consistency; provides professional guidance to nursing and other health professional staff; and does other related work.

A Nurse Consultant III (Supervisor), under general direction, supervises a small to moderate group of Nurse Consultants and/or other health professional/technical staff; personally performs the most difficult, complex, or sensitive, consultation and policy and program development work; and does other related work.

**SALARY AND BENEFIT INFORMATION**

Currently, as of July 1, 2017:

Salary for Adult Institutions and Division of Correctional Health Care Services.

Nurse Consultant III (Specialist) - **\$9,622 - \$12,047 per month**

Nurse Consultant III (Supervisor) - **\$10,261 - \$12,845 per month**

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

**WHO CAN APPLY**

All applicants who meet the education and/or experience requirements as stated below may apply.



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**MINIMUM QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I," or "II," or "III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

Possession of an active valid license as a registered nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) **And**

**Education:** Possession of a baccalaureate or higher degree in nursing from a school of nursing accredited by the National League for Nursing (NLN) or its equivalent for foreign graduates. (For applicants who received a baccalaureate degree in a health-related field prior to 1990, the California State Public Health Nurse Certificate may be substituted for the baccalaureate in nursing (BSN), thereafter the baccalaureate or higher degree must be in nursing from a school of nursing accredited by the NLN or its equivalent for foreign graduates.) **And**

**Education:** Possession of a master's degree in a health-related field such as: nursing, public health, health care services, health care administration, or hospital administration. All degrees must be from an institution approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10. **And**

**Either I**

**Experience:** Two years of experience performing the duties of a Nurse Consultant II in the California state service.

**Or II**

**Experience:** Broad and extensive (at least five years) professional registered nursing experience, at least four years of which shall have been in an administrative, consultative, teaching, or supervisory capacity. (One year of health-related post-master's graduate work may be substituted for one year of general nursing experience.)

**Additional Desirable Qualifications:** Special consideration will be given to candidates who possess professional nursing experience in a local health department or other community health agency.

**Applicants possessing the required license/certificate at the time of application must show the number, title, and expiration date on their Examination Application (Std. Form 678).**



## EXAMINATION INFORMATION

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%

**Nurse Consultant III (Specialist)**  
**Nurse Consultant III (Supervisor)**

### Both Classifications:

#### Knowledge of:

1. Principles, techniques, methods, and procedures of current nursing practices;
2. Epidemiology and methods of health promotion and disease prevention concepts and methods of control of communicable diseases;
3. Current philosophies and patterns of nursing education;
4. Principles and methods of consultation; group process and problem solving;
5. Research principles and methodology;
6. Roles, responsibilities, and interrelationships of the various health disciplines and health agencies;
7. Functions of social and health agencies;
8. Cultural and sociological patterns as they affect health programs;
9. State and Federal legislation related to health services;
10. Administration, organization, and trends in health care delivery systems;
11. Techniques of program planning, development, monitoring, and evaluation;
12. Management problem-solving methods;
13. Current trends in the fields of nursing education and health care services;
14. Interagency and interdisciplinary relationships;

#### Ability to:

1. Effectively provide consultation and technical assistance;
2. Establish and maintain the confidence and cooperation of those personnel within the department and in other social and health agencies;
3. Analyze situations accurately and take effective action;
4. Be flexible in approach to the solution of problems;
5. Communicate effectively;
6. Prepare reports;
7. Apply principles of administration of nursing and health care services in various administrative patterns;
8. Assist administrators to plan with others in meeting community health needs;

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## EXAMINATION INFORMATION (Continued)

### Nurse Consultant III (Supervisor) only:

#### Knowledge of:

1. Principles and practices of effective supervision;
2. Techniques of employee training and development;
3. A supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

#### Ability to:

1. Effectively supervise and train subordinate staff;
2. Manage a health program or project;
3. Establish and maintain priorities;
4. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

### HOW TO APPLY AND TEST

Submit a State Application (Std. Form 678) and Training and Experience Assessment (T&E) for this examination either by mail or in person to the address listed below. The Std. Form 678 can be found at [www.jobs.ca.gov](http://www.jobs.ca.gov). The T&E for this examination can be found on our website at <http://www.cphcs.ca.gov/careers.aspx> or a copy can be obtained by calling (916) 691-5894.

#### By mail:

California Correctional Health  
Care Services  
Examination Services, Bldg. D1  
P.O. Box 588500  
Elk Grove, CA 95758

#### In person:

California Correctional Health  
Care Services  
8280 Longleaf Drive  
Suite 101 Drop Box  
Elk Grove, CA 95758

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.

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

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Examination Services at (916) 691-5894 to make specific arrangements.

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#### **ELIGIBLE LIST INFORMATION**

The resulting eligible list will be established to fill vacancies at Headquarters in Elk Grove, California within the California Correctional Health Care Services. Names of successful candidates 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 the period. Competitors must then retake the T&E to re-establish list eligibility.

#### **VETERAN'S PREFERENCE AND CAREER CREDITS**

Veteran's Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran's Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.



**GENERAL INFORMATION**

Applications are available at the State's career website at [jobs.ca.gov](http://jobs.ca.gov), local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. 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) 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.

The California Correctional 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).

Veteran's Preference: California law allows the granting of Veteran's Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran's Preference are on the Veteran's Preference Application (CalHR 1093) which is available from Department of Human Resources at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veteran's Affairs at [www.cdva.ca.gov](http://www.cdva.ca.gov). Veteran's Preference is not granted once a person achieves permanent civil service status.

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 Examination Information, call  
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:  
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.

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