



## NURSE INSTRUCTOR, CORRECTIONAL FACILITY

California Correctional Health Care Services



OPEN – CONTINUOUS FILING

### POSITION INFORMATION

Positions currently exist statewide with the California Correctional Health Care Services.

A Nurse Instructor, Correctional Facility, under the supervision of the Chief Nurse Executive or Director of Nursing, in a State correctional facility, teaches theory and clinical practice to nursing staff and student nurses; conducts orientation and evaluation of skill level of nursing staff as needed. Researches and develops classroom teaching modules; plans and conducts inmate health care training programs; performs inmate/patient care activities; serves in nursing shift lead capacity as needed; makes reports and recommendations on the training or nursing service personnel; participates in the evaluation of education programs and in the development of education policies; confers with health care supervisors and advises them on training principles and practices; keeps records and prepares reports; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working area and work materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs; and does other related work.

### SALARY AND BENEFIT INFORMATION

Currently, as of July 1, 2017:

**\$7,894 - \$9,883 per month** - 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, Correctional Training Facility, and Salinas Valley State Prison.

**\$8,702 - \$10,895 per month** - 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, Correctional Training Facility, and Salinas Valley State Prison

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.

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.*



**Nurse Instructor,  
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*California  
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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 a current 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**

**Either I**

Possession of a valid California standard designated subjects teaching credential with specialization in vocational trade and technical teaching or equivalent credential. (Applicants who do not possess the required credential may take the examination, but before appointment must have on file with the State Department of Education an application to secure the credential and must secure the credential within 90 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.)

**Or II**

Two years of experience as a Registered Nurse in teaching nursing or in staff development.

**Or III**

One year working experience as a Registered Nurse. (Possession of a Master's Degree in Nursing may be substituted for the required experience.) **And**

**Education:** Possession of a bachelor's degree.

**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 solely of an evaluation of each candidate's experience and/or education related to the duties of this position. For this reason, it is especially important that candidates accurately complete their applications. You are encouraged to list all experience(s) relevant to the "Position Information" and "Minimum Qualifications" shown on this bulletin. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.



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**HOW TO APPLY AND TEST**

Submit an Examination Application (Std. Form 678) and Conditions of Employment (Form 631) 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 Form 631 can be found on the last page of this examination bulletin.

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.

**ELIGIBLE LIST INFORMATION**

The resulting eligible list will be established to fill vacancies 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 this period. Competitors must then retake the examination 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.



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**GENERAL INFORMATION**

Applications are available at the State's career website at [www.jobs.ca.gov](http://www.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 Veterans Affairs at <http://www.calvet.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.

# NURSE INSTRUCTOR, CORRECTIONAL FACILITY

## Conditions of Employment (Form 631)

Name: \_\_\_\_\_

### INSTRUCTIONS

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this exam, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

### TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT

Please mark the appropriate box(es) - you may check "Any" if you are willing to accept any type of employment.

Any

Permanent Full-Time

Limited-Term Full-Time

Permanent Part-Time

Limited-Term Part-Time

Permanent Intermittent

If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent Full-Time positions.

### LOCATIONS YOU ARE WILLING TO WORK

**NOTE:** California State Prison has been abbreviated to "CSP".

(0005) ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary.

#### NORTHERN REGION

0300 Mule Creek State Prison

Ione, Amador County

0800 Pelican Bay State Prison

Crescent City, Del Norte County

1800 California Correctional Center

Susanville, Lassen County

1800 High Desert State Prison

Susanville, Lassen County

2100 San Quentin State Prison

San Quentin, Marin County

3400 Headquarters

Elk Grove, Sacramento County

3400 Folsom State Prison

Represa, Sacramento County

3400 CSP, Sacramento

Represa, Sacramento County

3900 Deuel Vocational Institution

Tracy, San Joaquin County

3900 California Health Care Facility/

DeWitt Correctional Facility  
Stockton, San Joaquin County

4800 California Medical Facility

Vacaville, Solano County

4800 CSP, Solano

Vacaville, Solano County

5500 Sierra Conservation Center

Jamestown, Tuolumne County

#### CENTRAL REGION

1000 Pleasant Valley State Prison

Coalinga, Fresno County

1500 North Kern State Prison

Delano, Kern County

1500 Kern Valley State Prison

Delano, Kern County

1600 Avenal State Prison

Avenal, Kings County

1600 CSP, Corcoran

Corcoran, Kings County

1600 California Substance Abuse Treatment Facility

Corcoran, Kings County

2000 Central California Women's Facility

Chowchilla, Madera County

2000 Valley State Prison

Chowchilla, Madera County

2700 Correctional Training Facility

Soledad, Monterey County

2700 Salinas Valley State Prison

Soledad, Monterey County

4000 California Men's Colony

San Luis Obispo, San Luis Obispo County

#### SOUTHERN REGION

1300 Calipatria State Prison

Calipatria, Imperial County

1300 Centinela State Prison

Imperial, Imperial County

1500 California Correctional Institution

Tehachapi, Kern County

1500 Wasco State Prison

Wasco, Kern County

1500 California City Correctional Facility

California City, Kern County

1900 CSP, Los Angeles

Lancaster, Los Angeles County

3300 California Rehabilitation Center

Norco, Riverside County

3300 Chuckawalla Valley State Prison

Blythe, Riverside County

3300 Ironwood State Prison

Blythe, Riverside County

3600 California Institution for Men

Chino, San Bernardino County

3600 California Institution for Women

Corona, San Bernardino County

3700 R.J. Donovan Correctional Facility

San Diego, San Diego County

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address:  
CCHCS, Examination Services, Bldg. D1, P.O. Box 588500, Elk Grove, CA 95758.

Release Date: 09/01/06

Revised Date: 11/03/17

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