



## NURSE CONSULTANT III (SPECIALIST)

TJ20/8181 – Exam Code: 9RC45

## NURSE CONSULTANT III (SUPERVISOR)

TJ21/8179 – Exam Code: 9RC46

**OPEN – STATEWIDE**

### **CONTINUOUS 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)**

**For Both Classifications:**

Positions exist statewide within the California Prison Health Care Services.

#### **POSITION DESCRIPTIONS**

**Nurse Consultant III (Specialist):**

A Nurse Consultant III (Specialist), under general direction, 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 performs other related work.

**Nurse Consultant III (Supervisor):**

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 performs 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.

Submit an Examination Application (Std. Form 678), and a Supplemental Application to the address listed below:

#### **HOW TO APPLY**

**By mail with:**

**California Prison Health Care Services  
Selection Services Section  
P.O. Box 4038, Suite 350  
Sacramento, CA 95812-4038**

**or**

**In person with:**

**California Prison Health Care Services  
Selection Services Section  
501 J Street, Lobby Drop Box  
Sacramento, CA 95812**

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, to the same street address as listed above for the Selection Services Section.

The Supplemental Applications for Nurse Consultant III (Specialist) and Nurse Consultant III (Supervisor) can be downloaded from the State Personnel Board's website at [www.jobs.ca.gov](http://www.jobs.ca.gov), CPHCS' website at [www.cphcs.ca.gov](http://www.cphcs.ca.gov), CDCR's website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov) or copies can be obtained by calling (916) 445-1086.

**NOTE:** Only applications with an original signature will be accepted.

**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:**

**\$8,849.00 - \$10,756.00 Monthly – Nurse Consultant III (Specialist)**

This salary range applies to Nurse Consultant III (Specialist) appointed to all Adult Institutions and Division of Correctional Health Care Services.

**\$9,162.00 - \$11,136.00 Monthly – Nurse Consultant III (Supervisor)**

This salary range applies to Nurse Consultant III (Supervisor) appointed to all Adult Institutions and Division of Correctional Health Care Services.

**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**

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.

**REQUIREMENTS FOR:  
NURSE CONSULTANT III (SPECIALIST) AND NURSE CONSULTANT III (SUPERVISOR )**

**License:** 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:** A baccalaureate or higher degree in nursing from a school of nursing accredited by the National League for Nursing (NLN), or the Commission on Collegiate Education (CCNE), or their 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, the CCNE or their 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.)

**MINIMUM  
QUALIFICATIONS  
(CONTINUED)**

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

**Applicants must show their Registered Nurse License number, title, and expiration date on their Examination Application (Std. Form 678).**

**EXAMINATION PLAN**

This examination will consist of Training and Experience Assessment (Supplemental Application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Supplemental Application. See section titled "How to Apply" for information on where to obtain a copy of the Supplemental Application and other needed materials.

Candidates who meet the "Minimum Qualifications" will have their Supplemental Application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed Supplemental Application will be eliminated from this examination.

**Training and Experience Assessment (Supplemental Application) -- Weighted 100.00%**

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

**Knowledge's and Abilities for both Nurse Consultant III (Specialist) and (Supervisor)**

**A. 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. The administration, organization and trends in health care delivery system
11. Techniques of program planning, development, monitoring, and evaluation
12. Management problem-solving methods
13. Principles and methodology of research
14. Current trends in the fields of nursing education and health care services
15. Interagency and interdisciplinary relationships

**B. 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

**EXAMINATION PLAN  
(CONTINUED)**

**Knowledge's and Abilities for 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 which 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 which is free of discrimination and harassment

**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 not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination

**Nurse Consultant III (Specialist)**  
**TJ20/8181 – Exam Code: 9RC45**  
**Nurse Consultant III (Supervisor)**  
**TJ21/8179 – Exam Code: 9RC46**

**Bulletin Release Date: 09/01/06**  
**FFD: Continuous**  
**Revised Date: 11/01/11**

### 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**

JL/Rev 11-01-11