



NURSE CONSULTANT III (SPECIALIST) NURSE CONSULTANT III (SUPERVISOR)

OPEN – CONTINUOUS FILING

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

We are 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.

Position Information

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

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.

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.

Salary and Benefit Information

Currently, as of July 1, 2013:

\$8,849 - \$11,079 per month – 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.

Currently, as of July 1, 2013:

\$9,162 - \$11,470 per month – 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.

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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Nurse Consultant III (Supervisor)

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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.)

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.)

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 Information

This examination will consist 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%**

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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.

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)

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.

How to Apply and Test

Submit an Examination Application (Std. Form 678) and Training and Experience Assessment for this examination.

By mail:

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

In person:

California Correctional Health
Care Services
Selection Services Section
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.

The Training and Experience Assessment for the Nurse Consultant III (Specialist) and Nurse Consultant III (Supervisor) can be downloaded from State Personnel Board's website at www.jobs.ca.gov, CCHCS' website at www.cphcs.ca.gov or CDCR's website at www.cdcr.ca.gov or copies can be obtained by calling (916) 691-5894.

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.



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How to Apply and Test (Continued)

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Selection Services Section 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 Training and Experience Assessment to re-establish eligibility.

Veterans Points and 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.



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General Information

Applications are available at the State's career website at 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 12th 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 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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CONDITIONS OF EMPLOYMENT FORM – CDCR ADULT & YOUTH FACILITY LISTING ONLY

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 examination, 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. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT

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

- (D) Permanent Full-Time (R) Permanent Part-Time (T) Permanent Intermittent
 (K) Limited-Term Full-Time (U) Limited Term Part-Time (A) Any

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.

NOTE: California State Prison has been abbreviated to "CSP". Youth Correctional Facility has been abbreviated to "YCF".

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

7238 UPPER NORTHERN REGION – If this box is marked, no further selection is necessary.

ADULT FACILITIES:

- 0802 Pelican Bay State Prison
Crescent City, Del Norte County 1802 California Correctional Center
Susanville, Lassen County 1805 High Desert State Prison
Susanville, Lassen County

7231 NORTHERN REGION – If this box is marked, no further selection is necessary.

ADULT FACILITIES:

- 0309 Mule Creek State Prison
Ione, Amador County 3901 Deuel Vocational Institution
Tracy, San Joaquin County 0311 Pine Grove Youth
Pine Grove, Amador County
 2102 CSP, San Quentin
San Quentin, San Joaquin County 3902 DeWitt Correctional Facility
Stockton, San Joaquin County 3907 Northern California YCF
Stockton, San Joaquin County
 3400 Headquarters
Elk Grove, Sacramento County 3914 California Health Care Facility
Stockton, San Joaquin County 3908 O.H. Close YCF
Stockton, San Joaquin County
 3404 Folsom State Prison
Represa, Sacramento County 4804 California Medical Facility
Vacaville, Solano County 3917 N.A. Chaderjian YCF
Stockton, San Joaquin County
 3417 Richard A. McGee Correctional Training Center
Galt, Sacramento County 4811 CSP, Solano
Vacaville, Solano County
 3423 CSP, Sacramento
Represa, Sacramento County 5505 Sierra Conservation Center
Jamestown, Tuolumne County

YOUTH FACILITIES:

7232 CENTRAL REGION – If this box is marked, no further selection is necessary.

ADULT FACILITIES:

- 1015 Pleasant Valley State Prison
Coalinga, Fresno County 1608 California Substance Abuse Treatment Facility
Corcoran, Kings County
 1513 Wasco State Prison
Wasco, Kern County 2003 Central California Women's Facility
Chowchilla, Madera County
 1514 North Kern State Prison
Delano, Kern County 2004 Valley State Prison for Women
Chowchilla, Madera County
 1522 Kern Valley State Prison
Delano, Kern County 2701 Correctional Training Facility
Soledad, Monterey County
 1605 Avenal State Prison
Avenal, Kings County 2708 Salinas Valley State Prison
Soledad, Monterey County
 1606 CSP, Corcoran
Corcoran, Kings County 4005 California Men's Colony
Corcoran, Kings County

7233 SOUTHERN REGION – If this box is marked, no further selection is necessary.

ADULT FACILITIES:

- 1307 Calipatria State Prison
Calipatria, Imperial County 3313 Chuckawalla Valley State Prison
Blythe, Riverside County
 1308 Centinela State Prison
Imperial, Imperial County 3329 Ironwood State Prison
Blythe, Riverside County
 1503 California Correctional Institution
Tehachapi, Kern County 3612 California Institution for Men
Chino, San Bernardino County
 1523 California City Correctional Facility
California City, Kern County 3613 California Institution for Women
Corona, San Bernardino County
 1995 CSP, Los Angeles
Lancaster, Los Angeles County 3715 R.J. Donovan Correctional Facility
San Diego, San Diego County
 3310 California Rehabilitation Center
Norco, Riverside County

YOUTH FACILITIES:

- 5610 Ventura YCF
Camarillo, Ventura County

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