



NURSE CONSULTANT II

TJ30/8195 – Exam Code: 9RC44

OPEN – STATEWIDE

CONTINUOUS FILING AND JOB VACANCIES

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 exist statewide within the California Prison Health Care Services.

POSITION DESCRIPTION

The Nurse Consultant II provides complex nursing and program consultation and technical assistance to public and private agencies on the provision of health services. Under general direction, plans, develops, organizes, monitors, and evaluates programs and studies on the delivery of health services; serves in a lead capacity to Nurse Consultants and other health-related multidisciplinary staff; develops and evaluates program standards, policies, and procedures; 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

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

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 Application for Nurse Consultant II can be downloaded from State Personnel Board's website at www.jobs.ca.gov, CPHCS' website at www.cphcs.ca.gov or CDCR's website at 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:

\$8,763.00 - \$10,653.00 Monthly – This salary range applies to Nurse Consultant II 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.

LICENSE/CERTIFICATE: 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 the Commission on Collegiate Nursing 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 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 I in the California state service.

Or II

EXPERIENCE: Four years of professional registered nursing experience, at least two years of which shall have been in an administrative, consultative, teaching, or supervisory capacity. (One additional year of graduate work in group dynamics, interpersonal relations, or other courses relating to the consultative process in nursing may be substituted for one year of the required 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 possessing the required license at the time of application must show number, title, and expiration date on their examination application.

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:

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 and organization and trends in health care delivery systems
11. Techniques of program planning, development, monitoring, and evaluation

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

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.

GENERAL INFORMATION

Applications are available at the State Personnel Board or their website at 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 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 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

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

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