



## NURSING CONSULTANT, PROGRAM REVIEW California Correctional Health Care Services



**OPEN – CONTINUOUS FILING**

### POSITION INFORMATION

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

A Nursing Consultant, Program Review, under direction, reviews nursing services operations in correctional facilities; makes reports and recommendations on the status of nursing services; evaluates and recommends nursing care standards; consults with appropriate administrators, supervisors, and staff regarding nursing practices, procedures, and standards; reviews unit/ward management, the nursing care of patients, and nursing techniques and procedures; reviews organization, staffing, training, and assignment of personnel in nursing services; reviews operations in light of departmental standards and policies; evaluates the current status of nursing programs and prepares reports on findings; recommends improvements and revisions in nursing standards, policies, or procedures and suggests methods of implementation; recommends use of specialized consultation as needed; prepares various reports and correspondence; and does other related work.

### SALARY AND BENEFIT INFORMATION

Currently, as of July 1, 2017: \$10,104 - \$12,650 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.

### 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 valid license to practice as a registered nurse in California. (Applicants who do not possess such a license will be admitted to the examination, but they must secure such a license before they will be considered eligible for appointment.) **And**

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.*



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**MINIMUM QUALIFICATIONS (Continued)**

**Either I**

**Experience:** Three years of progressively responsible experience in nursing/psychiatric nursing, which must have included, in addition to direct care of developmentally disabled clients, and/or psychiatric patients and/or inmates or youthful offenders:

1. Two years of administrative experience comparable to an assistant coordinator of nursing services in a large facility for the developmentally disabled and/or hospital for the mentally disabled or acute/subacute care correctional facility; **or**
2. Two years of experience as a Supervising Registered Nurse in a large correctional facility.

**And**

1. One year of experience as a nursing consultant; **or**
2. One year of experience as a director of nursing education or director of psychiatric nursing in:
  - a. an accredited State mental hospital/developmental center;
  - b. an acute care correctional facility;
  - c. a nursing training program with responsibility for instruction of students at several levels of nursing practice.

**Or II**

**Experience:** Three years of experience as a nursing consultant. **And**

**Education:** Graduation from an accredited school of nursing, possession of a baccalaureate degree, and possession of a master's degree, preferably in nursing administration. (One year of additional experience in an administrative or consultative capacity may be substituted for the master's degree.)

**Special Personal Characteristics:** Demonstrated leadership ability; sympathetic and objective understanding of the problems of the mentally/developmentally disabled and/or empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; willingness to travel; tact; alertness; keenness of observation; patience; and emotional stability.

**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).**



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**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%**

**Knowledge of:**

1. Theory and practice of psychiatric/developmental disabilities and general nursing;
2. Developmental center, State mental hospital, and/or State correctional facility organization;
3. Management and procedure, particularly in relation to nursing services;
4. Current developments in the field of general/psychiatric developmental disabilities nursing;
5. Personnel management;
6. Principles, methods and objectives of training nursing personnel;
7. Accepted practices of other health professions;
8. Current trends in mental health/developmental disabilities;
9. Research methods and techniques;
10. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment free of discrimination and harassment.

**Ability to:**

1. Evaluate the effectiveness of a broad nursing/psychiatric nursing education program;
2. Evaluate complex and varied administrative problems and take appropriate action;
3. Work effectively with a variety of administrators and others responsible for line operations;
4. Interpret mental health/developmental disability programs to individuals and groups;
5. Communicate effectively;
6. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.



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**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.

**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 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 [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 (CaIHR 1093) which is available from Department of Human Resources at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans 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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