



# RECEIVER'S CLINICAL EXECUTIVE (SAFETY)

## Dietary Services

SA15/8200 – Exam Code: 9RC08

OPEN

### CONTINUOUS INTERNET EXAMINATION AND FILING

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

<b>EXAMINATION BASE</b>	<b>DEPARTMENTAL OPEN FOR:</b>  <b>California Prison Health Care Services (CPHCS)</b>  <b>Positions currently exist in Sacramento only.</b>
<b>POSITION DESCRIPTION</b>	Dietary services encompass oversight of nutritional programs and individual patient dietary care. Dietary executives are responsible for ensuring that patients' nutritional and dietary care needs are met; for ensuring that dietitians work in concert with primary care providers, medical specialists, nurses, and other staff; and for the planning, operations, policy, personnel, quality, and financial functions described above.
<b>WHO CAN APPLY</b>	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.
<b>HOW TO APPLY</b>	The application and Training and Experience Assessment are available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for the Receiver's Clinical Executive (Safety) is contained within the Internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Experience Assessment on the Internet by connecting to the following on-line instructions:  <p style="text-align: center;"><b><u><a href="http://cphcs.hodesiq.com/bl_joblist.asp">http://cphcs.hodesiq.com/bl_joblist.asp</a></u></b></p> If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, also has Internet terminals that are available for public use at no cost. Their office hours are 8:00 a.m. to 5:00 p.m. For more information, contact the Service Center at (866) 844-8671.
<b>APPLICATION DEADLINE/ TESTING PERIOD</b>	Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.  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.
<b>EMPLOYMENT TYPE</b>	Positions are limited-term (at-will) for the first two years followed by a one-year probationary period.
<b>SALARY RANGE</b>	Currently, as of September 3, 2009:  \$9,457 - \$10,285 Monthly (Monthly starting salaries are based on assignment and qualifications.)  From November 2010 through October 2011, full-time employees' monthly salary will be reduced by the equivalent of one day on exchange for one day of leave, credited to each employee's leave balances as Personnel Leave Plan 2010 credit.

**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**

Possession of a current and unencumbered license or credential by the Commission on Dietetic Registration.

**AND**

Five years of clinical experience appropriate for the given discipline in a comprehensive medical setting, at least two years of which must have been over a defined program with full authority to hire, evaluate, conduct quality reviews, and have responsibility for practical practice development and discipline.

**Special Personal Characteristics:** Incumbents must possess the willingness to work in a correctional facility; possess a sympathetic and objective understanding regarding the problems of inmate-patients; and be tactful and patient.

**Special Physical Characteristics:** Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.

**Additional Desirable Qualifications:** Clinical experience in a correctional facility; and experience in health care program design and development.

**EXAMINATION PLAN**

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%**

**Required Core Competencies:**

- Professional/technical expertise
- Customer and patient focus
- Teamwork
- Valuing diversity
- Managing performance
- Leadership
- Planning and organizing
- Organizational savvy
- Process improvement
- Developing others
- Managing change
- Strategic view
- Assessing talent
- Relationship building
- Negotiating
- Handling conflict
- Oral communication

**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 48 months after it is established. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

## TYPICAL TASKS

All positions allocated to this classification are clinical executives within the California Department of Corrections and Rehabilitation, adult institutions and are responsible for essential components of comprehensive clinical care being delivered 24-hours per day and 7 days per week. Duties include the following:

- Manage and coordinate clinical service
- Plan for service delivery in any new facilities
- Participate in the development of enterprise-wide health information technology
- Ensure that practices comply with appropriate standards to deliver evidence-based, patient-centered care
- Ensure that institutions statewide have implemented an effective system that certifies competence to perform clinical duties
- Ensure that all services and patient record keeping are in compliance with federal and state laws and regulations
- Provide direct supervision of staff
- Functionally supervise regional and/or institutional managers regarding standards of practice, optimal medical work processes, and achievement thereof
- Participate in the selection of the institutional managers and recommend the appointment of candidates to the hiring authority
- Develop and monitor performance expectations
- Perform competency assessments
- Mentor and coach clinical personnel throughout the state
- Assist in evaluating staff and recommend corrective and adverse action to the hiring authority
- Develop and maintain ongoing programs to deliver, monitor, evaluate, and improve the quality and appropriateness of clinical care
- Responsible for continuous quality improvements and sustainable constitutional levels of clinical care
- Ensure that clinical services are well-functioning and that the timely delivery of patient care is available to all patients in accordance with appropriate standards of care
- Provide guidance and direction to subordinates in carrying out their responsibilities to ensure an even flow of work assignments, personnel, and patients
- Ensure and maintain required documentation for compliance with pertinent licensing, regulatory and legal requirements
- Ensure compliance with safety, environmental and infection control standards
- Develop, implement, maintain and enforce clinical service policies, procedures and protocols
- Direct the development and implementation of clinical service staffing plans
- Ensure that all employees are properly oriented, trained, and that annual competencies, certifications, and licensure and education requirements are current
- Enhance professional growth and development of department staff through participation in educational programs, current literature, in-service meetings and workshops
- Compile and prepare reports and analyses reflecting volume of work, procedures utilized and output results and setting forth progress, adverse trends and appropriate recommendations and/or conclusions
- Assess and communicate recommendations for utilization of space, space needs, personnel and other resources as needed to meet patient needs
- Evaluate and recommend supplies, new equipment purchase selection and technologies
- Formulate and assist with the formulation of operational and capital budgets, negotiate and manage contracts with vendors as needed to ensure adequate care
- Make decisions or effectively recommend a course of action with regard to management of the clinical budget
- Participate in space and program planning for any new health care facilities
- Participate in planning for new information technology solutions and serve as subject matter expert as needed
- Serve on interdisciplinary clinical committees as requested
- Develop and foster collaboration with medical staff, nursing, other clinical departments, and custody staff to ensure an integrated and coordinated approach to providing services and resolution of complaints or problems

## 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](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).

**Veteran's Preference:** California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in Open, Nonpromotional Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

**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**

XH Rev: 1/12/2011