



SENIOR MEDICAL TECHNICAL ASSISTANT (PSYCHIATRIC) California Department of Corrections and Rehabilitation

OPEN – SPOT CONTINUOUS FILING

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

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.

Position Information

Positions currently exist with the Division of Health Care Services, California Department of Corrections and Rehabilitation at:

- California Medical Facility in Vacaville, California
- Salinas Valley State Prison in Soledad, California

Please only take this examination if you are interested in working at these locations.

A Senior Medical Technical Assistant (Psychiatric) is the first supervisory level and as a shift supervisor, supervises, trains, and evaluates a group of Medical Technical Assistants (Psychiatric) engaged in custody activities and basic behavioral and nursing care, and other assigned staff; may also be assigned to especially difficult or complex duties where the only supervision exercised is over patients, such as directing or monitoring inmate-patient activities in a therapy program.

Salary and Benefit Information

Currently, as of June 1, 2016: \$6,213 - \$7,813 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

Possession of a valid license from the State of California to practice as a Psychiatric Technician, a Licensed Vocational Nurse, or a Registered Nurse. **And**

Experience: Two years of experience in the California state service performing the duties of a Medical Technical Assistant (Psychiatric) or a Medical Technical Assistant (Correctional Facility).

Special Personal Characteristics: Neat personal appearance; adaptability; emotional maturity and stability; patience; understanding of persons under restraint; leadership ability; willingness to work irregular hours and report for duty at any time due to an emergency; hearing and vision required for successful job performance; sound physical condition; and strength, endurance, and agility.

Assignments during a shift may include sole responsibility for the supervision of inmate-patients or the protection of personal and real property.



**Senior Medical Technical
Assistant (Psychiatric)**

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Minimum Qualifications (Continued)

Age Limitation: Minimum age for appointment is 21 years.

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).

Peace Officer Standards

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be appointed to a peace officer position, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his or her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a background investigation may be required to undergo an additional background investigation.

Training Requirement: Under provisions of Penal Code Section 832, successful completion of a training course is a requirement for permanent status in these classifications.

Drug Testing Requirement: Applicants for positions in these classes are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

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. Fundamentals of nursing care, general behavioral, and psychiatric procedures;



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Examination Information (Continued)

Knowledge of:

2. Inmate-patient behavior and mental health principles and techniques involved in the care and treatment of individual or groups of mentally disordered inmate-patients;
3. Current first aid methods;
4. Medical terminology;
5. Pharmacology;
6. Cardiopulmonary resuscitation;
7. Management of Assaultive Behavior techniques;
8. Custody procedures;
9. Public property protection policies;
10. Hospital procedures;
11. Principles and techniques of effective supervision;
12. Equal opportunity in hiring;
13. Employee development and promotion;
14. Principles of discrimination and harassment prevention.

Ability to:

1. Learn and apply sound judgment in situations including the protection of persons and property;
2. Apply basic nursing knowledge, skills, and attitudes;
3. Establish effective therapeutic relationships with mentally disordered inmate-patients;
4. Recognize systems requiring medical or psychiatric attention;
5. Think and act quickly in emergencies;
6. Work with a treatment team to provide structured leisure activities for inmate-patients;
7. Follow directions;
8. Communicate effectively;
9. Keep appropriate records;
10. Develop clear and concise reports of incidents;
11. Analyze situations accurately and take effective action;
12. Control, direct, and instruct inmate-patients individually or in groups;
13. Prepare reports and provide statistical data;
14. Supervise the work and development of others;
15. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

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. The T&E for this examination can be found on our website at <http://www.cphs.ca.gov/careers.aspx> or a copy can be obtained by calling (916) 691-5894.



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How to Apply and Test (Continued)

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 at California Medical Facility in Vacaville, California and Salinas Valley State Prison in Soledad, California within the Division of Health Care Services, California Department of Corrections and Rehabilitation. 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 the 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 regardless of score. Career credits will not be granted in this examination.



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).

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 (CalHR 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. 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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