



**SUPERVISING REGISTERED NURSE III,  
CORRECTIONAL FACILITY**  
California Correctional Health Care Services

**OPEN – CONTINUOUS FILING**

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.*

**POSITION INFORMATION**

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

A Supervising Registered Nurse III, Correctional Facility, is the full supervisory level and works in a correctional facility directing nursing services in a licensed general acute care hospital and/or outpatient program areas.

**SALARY AND BENEFIT INFORMATION**

Currently, as of July 1, 2017:

**\$9,203 - \$11,525 per month** - This salary range applies to incumbents appointed to Adult Institutions and Division of Correctional Health Care Services **except** for at the following locations: San Quentin State Prison, Correctional Training Facility, and Salinas Valley State Prison.

**\$10,145 - \$12,703 per month** - This salary range applies to incumbents appointed to Adult Institutions and Division of Correctional Health Care Services **only** at the following locations: San Quentin State Prison, Correctional Training Facility, and Salinas Valley State Prison.

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 current 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**



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**MINIMUM QUALIFICATIONS (Continued)**

**Either I**

One year of experience in the California state service performing the duties of a Supervising Registered Nurse II, Correctional Facility.

**Or II**

Three years of experience in the California state service performing the duties of a Supervising Registered Nurse I, Correctional Facility.

**Or III**

Four years of registered nursing experience (within the last ten years) in a licensed general acute care hospital, two years of which must have been in an administrative or supervisory capacity. (Possession of a Bachelor of Science Degree in Nursing or a Master's Degree in Nursing may be substituted for one year of general acute care hospital experience.)

Candidates who are within six months of completing the experience requirements will be admitted to the examination, but they must complete all requirements before they will be considered eligible for appointment.

**Special Personal Characteristics:** Empathetic understanding of patients in a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

**Special Physical Characteristics:** Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

**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. Professional nursing principles and techniques;
2. Disease process and treatment modalities;
3. Appropriate administration of medications;



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**EXAMINATION INFORMATION (Continued)**

**Knowledge of:**

4. Principles and procedures of infection control;
5. Principles of effective verbal, written and group communications;
6. Principles of personnel management;
7. Laws and regulations governing nursing practice;
8. Principles of effective supervision;
9. A manager's/supervisor's responsibility for promoting Equal Employment Opportunity in hiring, employee development, and promotion; and for maintaining a work environment that is free of discrimination and harassment;
10. Programs in a State correctional facility of the Department of Corrections and Rehabilitation.

**Ability to:**

1. Plan, organize, direct, and supervise the work of a staff of nurses and other health care staff;
2. Apply nursing principles;
3. Assess, evaluate, and document patient's symptoms and behavior;
4. Analyze situations accurately and take effective action;
5. Maintain effective working relationships with health care professional and others;
6. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment;
7. Communicate effectively.

**HOW TO APPLY AND TEST**

The Application and Training and Experience Assessment (T&E) are available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the T&E. The application form for Supervising Registered Nurse III, Correctional Facility is contained within the internet process; therefore, a standard state application is not necessary. You may apply and take the T&E on the internet by connecting to the following on-line instructions:

[http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp)

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.



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**HOW TO APPLY AND TEST (Continued)**

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 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.



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**GENERAL INFORMATION**

Applications are available at the State's career website at [jobs.ca.gov](http://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 (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](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.