



**CERTIFIED NURSING ASSISTANT,  
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)

**W**e are 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.

**Position Information**

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

A Certified Nursing Assistant, Correctional Facility, under medical or licensed nursing supervision, performs simple nursing tasks involved in the care of physically ill or disabled patients in a State correctional facility in the California Department of Corrections and Rehabilitation; assists the physician or nurse with examination and treatments of patients; motivates and assists patients in developing and utilizing their maximum potential for self-care; maintains order and supervises the conduct of inmates or patients; protects and maintains the safety of persons and property; maintains security of work areas and work material; and does other related work.

**Salary and Benefit Information**

Currently, as of July 1, 2013: \$2,442 - \$3,058 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**

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.

**Minimum Qualifications**

Possession of a current Nursing Assistant Certificate issued by the Department of Health Services.

Six months of patient care experience as (1) a medical corpsman in a branch of the armed forces; (2) a practical vocational nurse under the direction of a doctor; or (3) an attendant caring for physically ill and/or disabled patients in a public or private institution.



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**Minimum Qualifications (Continued)**

**Special Personal Characteristics:** Empathetic understanding of patients in a State correctional facility; willingness to work in a correctional facility in the California Department of Corrections and Rehabilitation and comply with safety and security procedures; and willingness to interact with staff and inmates from a wide range of cultural backgrounds in a professional manner.

**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.

**Additional Desirable Qualifications:** Education equivalent to completion of the 12<sup>th</sup> grade.

**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. Routine techniques for bathing, feeding, lifting, and transporting patients, making beds, and caring for patients' clothing and other property.
2. Hospital routine and procedure.
3. Appropriate methods and attitudes for meeting the physical and psychosocial needs of physically ill and/or disabled patients.
4. Basic first aid.

**Ability to:**

1. Develop skills in the performance of routine hospital techniques of bathing, feeding, lifting, and transporting patients, making beds, and caring for patients' clothing and other property.
2. Assist medically trained personnel.
3. Communicate at the level required for successful job performance.
4. Keep simple records.
5. Communicate effectively.



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**How to Apply and Test**

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 Certified Nursing Assistant, Correctional Facility 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:

[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.

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' Selection Services Section 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(s) 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(s) warrant a change in this period. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**Veterans Points and Career Credits**

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. 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 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 and Open, Nonpromotional 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. 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 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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# CERTIFIED NURSING ASSISTANT, CORRECTIONAL FACILITY

CONDITIONS OF EMPLOYMENT FORM – CDCR ADULT & YOUTH FACILITY LISTING ONLY

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

## TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> (D) Permanent Full-Time    | <input type="checkbox"/> (R) Permanent Part-Time    | <input type="checkbox"/> (T) Permanent Intermittent |
| <input type="checkbox"/> (K) Limited-Term Full-Time | <input type="checkbox"/> (U) Limited Term Part-Time | <input type="checkbox"/> (A) Any                    |

If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent Full-Time positions.

**NOTE:** California State Prison has been abbreviated to "CSP". Youth Correctional Facility has been abbreviated to "YCF".

(5) ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary.

7238 UPPER NORTHERN REGION – If this box is marked, no further selection is necessary.

### ADULT FACILITIES:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 0802 Pelican Bay State Prison<br>Crescent City, Del Norte County | <input type="checkbox"/> 1802 California Correctional Center<br>Susanville, Lassen County | <input type="checkbox"/> 1805 High Desert State Prison<br>Susanville, Lassen County |
|---|---|---|

7231 NORTHERN REGION – If this box is marked, no further selection is necessary.

### ADULT FACILITIES:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 0309 Mule Creek State Prison<br>Ione, Amador County                           | <input type="checkbox"/> 3901 Deuel Vocational Institution<br>Tracy, San Joaquin County       | <input type="checkbox"/> 0311 Pine Grove Youth<br>Pine Grove, Amador County           |
| <input type="checkbox"/> 2102 CSP, San Quentin<br>San Quentin, San Joaquin County                      | <input type="checkbox"/> 3902 DeWitt Correctional Facility<br>Stockton, San Joaquin County    | <input type="checkbox"/> 3907 Northern California YCF<br>Stockton, San Joaquin County |
| <input type="checkbox"/> 3400 Headquarters<br>Elk Grove, Sacramento County                             | <input type="checkbox"/> 3914 California Health Care Facility<br>Stockton, San Joaquin County | <input type="checkbox"/> 3908 O.H. Close YCF<br>Stockton, San Joaquin County          |
| <input type="checkbox"/> 3404 Folsom State Prison<br>Represa, Sacramento County                        | <input type="checkbox"/> 4804 California Medical Facility<br>Vacaville, Solano County         | <input type="checkbox"/> 3917 N.A. Chaderjian YCF<br>Stockton, San Joaquin County     |
| <input type="checkbox"/> 3417 Richard A. McGee Correctional Training Center<br>Galt, Sacramento County | <input type="checkbox"/> 4811 CSP, Solano<br>Vacaville, Solano County                         |   |
| <input type="checkbox"/> 3423 CSP, Sacramento<br>Represa, Sacramento County                            | <input type="checkbox"/> 5505 Sierra Conservation Center<br>Jamestown, Tuolumne County        |   |

7232 CENTRAL REGION – If this box is marked, no further selection is necessary.

### ADULT FACILITIES:

- |   |   |
|---|---|
| <input type="checkbox"/> 1015 Pleasant Valley State Prison<br>Coalinga, Fresno County | <input type="checkbox"/> 1608 California Substance Abuse Treatment Facility<br>Corcoran, Kings County |
| <input type="checkbox"/> 1513 Wasco State Prison<br>Wasco, Kern County                | <input type="checkbox"/> 2003 Central California Women's Facility<br>Chowchilla, Madera County        |
| <input type="checkbox"/> 1514 North Kern State Prison<br>Delano, Kern County          | <input type="checkbox"/> 2004 Valley State Prison for Women<br>Chowchilla, Madera County              |
| <input type="checkbox"/> 1522 Kern Valley State Prison<br>Delano, Kern County         | <input type="checkbox"/> 2701 Correctional Training Facility<br>Soledad, Monterey County              |
| <input type="checkbox"/> 1605 Avenal State Prison<br>Avenal, Kings County             | <input type="checkbox"/> 2708 Salinas Valley State Prison<br>Soledad, Monterey County                 |
| <input type="checkbox"/> 1606 CSP, Corcoran<br>Corcoran, Kings County                 | <input type="checkbox"/> 4005 California Men's Colony<br>Corcoran, Kings County                       |

7233 SOUTHERN REGION – If this box is marked, no further selection is necessary.

### ADULT FACILITIES:

- |   |   |
|---|---|
| <input type="checkbox"/> 1307 Calipatria State Prison<br>Calipatria, Imperial County                | <input type="checkbox"/> 3313 Chuckawalla Valley State Prison<br>Blythe, Riverside County       |
| <input type="checkbox"/> 1308 Centinela State Prison<br>Imperial, Imperial County                   | <input type="checkbox"/> 3329 Ironwood State Prison<br>Blythe, Riverside County                 |
| <input type="checkbox"/> 1503 California Correctional Institution<br>Tehachapi, Kern County         | <input type="checkbox"/> 3612 California Institution for Men<br>Chino, San Bernardino County    |
| <input type="checkbox"/> 1523 California City Correctional Facility<br>California City, Kern County | <input type="checkbox"/> 3613 California Institution for Women<br>Corona, San Bernardino County |
| <input type="checkbox"/> 1995 CSP, Los Angeles<br>Lancaster, Los Angeles County                     | <input type="checkbox"/> 3715 R.J. Donovan Correctional Facility<br>San Diego, San Diego County |
| <input type="checkbox"/> 3310 California Rehabilitation Center<br>Norco, Riverside County           |   |

### YOUTH FACILITIES:

- 5610 Ventura YCF  
Camarillo, Ventura County

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address: CCHCS, Selection Services Section, D1, P.O. Box 588500, Elk Grove, CA 95758.