CALIFORNIA CORRECTIONAL
HEALTH CARE SERVICES

# UNIT SUPERVISOR (SAFETY)

## OPEN – CONTINUOUS FILING

*CONTACT INFORMATION ON THE WEB*

*www.cphcs.ca.gov*

*www.ChangingPrisonHealthCare.org*

*We 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.

The Unit Supervisor (Safety), under direction, at developmental centers, State hospitals, Psychiatric Programs, or correctional facilities, incumbents supervise psychiatric technician and related nursing staff; administer the routine psychiatric and developmental nursing services of a unit; coordinate the work and the staff of a unit and work as a liaison between unit staff on different shifts; train and develop shift leads and instruct level-of-care nursing personnel in nursing, habilitation, and rehabilitation techniques for developmentally or mentally disordered offenders; and do other related work.

**Salary and Benefit Information**
Currently, as of July 1, 2013: $6,853 - $7,444 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.

**Either I**

Possession of the legal requirements to practice as a professional Registered Nurse in California as determined by the California Board of Registered Nursing.

**Or II**

Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nursing and Psychiatric Technicians. **and**

**Unit Supervisor (Safety)**

*California Correctional Health Care Services' vision is to provide constitutionally adequate medical care to patient-inmates of the California Department of Corrections and Rehabilitation within a delivery system the State can successfully manage and sustain.*

**Minimum Qualifications (Continued)**

**Or II (Continued)**

**Experience:** One year of experience performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B or Senior Psychiatric Technician classification in the direction of the nursing services for a California developmental center, State hospital, Psychiatric Program, or correctional facility level-of-care unit during a shift.

**Special Personal Characteristics:** Willingness to work at developmental centers, State hospitals, Psychiatric Programs, or correctional facilities; demonstrated leadership ability; sympathetic and objective understanding of the problems of developmentally or mentally disordered offenders; tact; patience; and emotional stability.

**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.

**Examination Information**

This examination will consist 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. Fundamental nursing care and pharmacology.
2. Legal aspects of patient care.
3. Psychiatric nursing theory and practice to ensure congruence with Departmental practices.
4. Techniques utilized in the care and treatment of mentally or developmentally disabled or developmentally or mentally disordered offenders.
5. Principles and practices of ward or unit management, (i.e., scheduling, staffing, workloads, patient care, etc.).
6. Supervisor's responsibility for promoting equal employment opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

**Unit Supervisor (Safety)**

*California Correctional Health Care Services' vision is to provide constitutionally adequate medical care to patient-inmates of the California Department of Corrections and Rehabilitation within a delivery system the State can successfully manage and sustain.*

**Examination Information (Continued)**

**Ability to:**

1. Analyze situations accurately and take prompt, effective action to resolve issues.
2. Keep accurate and organized records.
3. Effectively supervise the work of level-of-care personnel including Senior Licensed Psychiatric Technicians and Licensed Psychiatric Technicians.
4. Establish cooperative working relationships between various disciplines.
5. Manage a developmental center, State hospital, Psychiatric Program or correctional facility level-of-care unit.
6. Develop clear and concise reports.
7. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**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 Unit Supervisor (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:

**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.

**Unit Supervisor (Safety)**

*California Correctional Health Care Services' vision is to provide constitutionally adequate medical care to patient-inmates of the California Department of Corrections and Rehabilitation within a delivery system the State can successfully manage and sustain.*

**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 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.

CALIFORNIA CORRECTIONAL
HEALTH CARE SERVICES

**Unit Supervisor (Safety)**

*California Correctional Health Care Services' vision is to provide constitutionally adequate medical care to patient-inmates of the California Department of Corrections and Rehabilitation within a delivery system the State can successfully manage and sustain.*

General Information

Applications are available at the State's career website at 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 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 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 CalHR, 1515 S Street, North Building, Suite 400, Sacramento, CA 95811 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.