



DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT



ASSISTANT COORDINATOR OF NURSING SERVICES

OPEN/CONTINUOUS

2PVAA

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.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE 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.

OPEN SPOT FOR: PORTERVILLE DEVELOPMENTAL CENTER

CONTINUOUS FILING:

Applications and the Criminal Record Supplemental Questionnaire (CRSQ) are available and **MUST** be filed in person or by mail with:

PORTERVILLE DEVELOPMENTAL CENTER
P.O. BOX 2000 (26501 AVENUE 140)
PORTERVILLE, CA 93258
ATTN: HR/EXAMS & RECRUITMENT
ADMINISTRATION BUILDING, RM 64
(559) 782-2325 or (559) 782-2322

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Applications (Form STD-678) along with the Criminal Record Supplemental Questionnaire (CRSQ) may be obtained at the State Personnel Board in Sacramento, any Employment Development Office, Department of Developmental Services, Porterville Developmental Center, or at <http://www.jobs.ca.gov> - on the internet.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

No written test is required; the entire examination will consist of an oral interview.

QUALIFICATIONS APPRAISAL: Interviews will be held when a sufficient candidate pool exists and will be scheduled at the discretion of the appointing authority.

SALARY RANGE: \$7,221- \$9,089

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:
NOTE: It is your responsibility to make sure you meet the education and/or experience requirements below. Your signature on your application indicates that you have read, understood, and possess the stated qualifications.

MINIMUM QUALIFICATIONS

Possession of the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered

Nursing. (Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nursing will be admitted to the examination, but they must possess all legal requirements as determined by the Board before they will be eligible for appointment.)
And

Either I

A Bachelor's Degree in Nursing or a related field with two years of supervising experience in a facility providing inpatient services for developmentally/mentally disabled patients.

Or II

Two years of experience as a Supervising Registered Nurse or Unit Supervisor with evidence of successful completion of a specialized course in performing physical assessment of developmentally or mentally disabled persons.

Or III

Two years of experience as a Health Services Specialist with evidence of successful completion of a specialized course in performing physical assessment of developmentally or mentally disabled persons.

AND

One year of documented shift lead experience in a California state hospital.

Or IV

Three years of experience in a California state hospital in a nursing classification comparable in level to a Registered Nurse, Range B, (two years of which shall have been in a documented shift lead capacity) with evidence of successful completion of a specialized course in performing physical assessment of developmentally or mentally disabled persons.

SPECIAL PERSONAL REQUIREMENTS: Demonstrated leadership ability; self-confidence; sympathetic and objective understanding of the problems of developmentally or mentally disabled persons; and tact and emotional stability.

THE POSITION: Under the direct supervision of the Coordinator of Nursing Services, after normal working hours, in a State hospital, the Assistant Coordinator of Nursing Services has hospitalwide responsibility for directing and coordinating emergency nursing services to residents, employees, and visitors of all Department of Mental Health and Department of Developmental Services' hospitals; adjusts staffing when necessary to assure staffing minimums are consistent with Title 22 and JCAH standards; takes charge when internal disasters or any other crisis relating to the delivery of medical nursing services occur; initiates emergency nursing services as needed; coordinates necessary communications with outside public and private sources; plans and assists in the training of nursing staff; acts as coordinator of nursing services in his/her absence; and performs other related duties.

SEE REVERSE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION: This examination will consist of a Qualifications Appraisal Interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

QUALIFICATIONS APPRAISAL - Weighted 100%

Scope:

- A. Knowledge of:
 - 1. Professional nursing principles, practices, and techniques, particularly those related to physical care.
 - 2. Policies, rules, regulations, and procedures of hospital organization.
 - 3. Concepts and methods of consultation.
 - 4. Principles and practices used in-training nursing services staff.
 - 5. Administration of medication and narcotics.
 - 6. Labor relations, i.e., contracts, grievances, and complaint handling.
 - 7. State hospital mentally and developmentally disabled program policies and procedures.
- B. Ability to:
 - 1. Analyze situations accurately and take prompt effective action.
 - 2. Observe and evaluate the quality of nursing care, make nursing recommendations, and develop a plan of care.
 - 3. Evaluate staffing needs based on hospital procedures and take action to assure staffing minimums.
 - 4. Perform evaluations and audits of services provided.
 - 5. Communicate effectively.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged onto the list in order of final scores, regardless of date. This list will be abolished 24 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

The resulting eligible list will be used to fill vacancies at Porterville Developmental Center.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form STD. 678, and the Criminal Record Supplemental Questionnaire (CRSQ) that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

VETERANS PREFERENCE POINTS will be granted in this examination. You must apply for Veterans points through the State Personnel Board. You may obtain the form from the Porterville Developmental Center Personnel/Testing & Recruitment Office located in the Administration Building, Room 64.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Developmental Services' Testing Office three days prior to the test date if he/she has not received his/her notice.

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact the Department of Developmental Services' Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

THE STATE PERSONNEL BOARD 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 revision will be in accordance with civil service laws and rules and all competitors will be notified.

EXAMINATION LOCATIONS: Locations of interviews may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board offices.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

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 the 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

DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9TH STREET, P.O. Box 944202, Sacramento, CA 94244-2020
Telephone: Public: (916) 654-1625 TDD: Voice of hearing impaired (916) 654-2054

Porterville Developmental Center
26501 Avenue 140
Porterville, CA 93257
Public: (559) 782-2222
TDD: (559) 782-7822

Canyon Springs
69-696 Ramon Road
Cathedral City, CA 92234
Public: (760) 770-6260
TDD: (760) 770-2590

Fairview Developmental Center
2501 Harbor Boulevard
Costa Mesa, CA 92626
Public: (714) 957-5121
TDD: (714) 957-5512

Lanterman Developmental Center
3530 Pomona Boulevard
Pomona, CA 91768
Public: (909) 444-7506
TDD: (909) 595-3971

Sonoma Developmental Center
15000 Arnold Drive
Eldridge, CA 95431
Public: (707) 938-6811
TDD: (707) 939-6200

TDD is a Telecommunications Device for the Deaf and is reachable from phones equipped with a TDD Device
