



CONTINUOUS OPEN EXAMINATION FOR DEPARTMENT OF STATE HOSPITALS

SENIOR MEDICAL TECHNICAL ASSISTANT (PSYCHIATRIC)

www.dsh.ca.gov

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 the objective of the State of California to achieve a drug-free state workplace. 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.

EXAMINATION TYPE AND POSITION LOCATIONS

This is an open examination for the Department of State Hospitals (DSH) for the following location(s):

DSH – Salinas

DSH – Vacaville

State Applications (STD. 678) will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

MAIL OR HAND DELIVER BOTH, A STATE APPLICATION (STD. 678) AND TRAINING AND EXPERIENCE EXAMINATION TO:

DEPARTMENT OF STATE HOSPITALS-SACRAMENTO
SELECTION SERVICES UNIT
1600 9TH STREET, ROOM 121
SACRAMENTO, CA 95814 (916) 651-8832

California Relay for the hearing impaired:

From a TDD Phone (800) 735-2929

From a Voice Phone (800) 735-2922

DO NOT SUBMIT A STATE APPLICATION (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

NOTE: All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. State Application (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 3 months. If you have taken an examination for this classification with the Department of State Hospitals- Atascadero, Coalinga, Metropolitan, Napa, Patton, Sacramento, Salinas Valley, Stockton, or Vacaville within the last 3 months, you are not eligible to compete in this examination.

FINAL FILE DATE

Continuous Testing – No Final File Date. Testing is considered continuous as dates can be set at any time.

SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the State Application (STD. 678). The Selection Services Unit will contact you to make special testing arrangements.</p>
SALARY RANGE	<p>\$5,902 - \$7,455*</p> <p>*Salary reflects the increase effective 7/1/2015.</p> <p>The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your State Application (STD. 678) indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.</p>
MINIMUM QUALIFICATIONS	<p>Possession of a valid license from the State of California to practice as a Psychiatric Technician, a Licensed Vocational Nurse, or a Registered Nurse.</p> <p style="text-align: center;">and</p> <p>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).</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>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.</p> <p>Assignments during a shift may include sole responsibility for the supervision of inmates-patients or the protection of personal and real property.</p>
AGE LIMITATION	<p>Minimum age for appointment is 21 years.</p>
JOB DESCRIPTION	<p>This is the first supervisory level in the series. As shift supervisors, incumbents supervise, train, and evaluate a group of Medical Technical Assistants (Psychiatric) engaged in custody activities and basic behavioral and nursing care, and other assigned staff. Incumbents may also be assigned to especially difficult or complex duties where the only supervision exercised is over inmates-patients, such as directing or monitoring inmate-patient activities in a therapy program.</p>
PEACE OFFICER STANDARDS	<p><u>Citizenship Requirement:</u> 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.</p> <p><u>Felony Disqualification:</u> 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.</p>

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 will consist of a Training and Experience examination – Weighted 100%

[CLICK HERE FOR THE TRAINING AND EXPERIENCE EXAMINATION.](#)

The examination will consist solely of a Training and Experience Examination. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Examination process.

**EXAMINATION
SCOPE**

Knowledge of:

1. Fundamentals of nursing care, general behavioral, and psychiatric procedures.
2. Inmate-patient behavior and mental health principles and techniques involved in the care and treatment of individual or groups of mentally disordered inmates-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 inmates-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 inmates-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 inmates-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.
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**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the Department of State Hospitals-Salinas and Vacaville. The eligible list will be used to fill vacancies at Salinas and Vacaville. The list will be in effect for a minimum of 12 months. The list will be abolished after 12 months or the completion of a subsequent examination, whichever occurs first.

**VETERANS'
PREFERENCE**

Veterans' preference will be granted in this examination.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

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

State Applications (STD. 678) are available at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at www.CalHR.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of State Hospitals 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 law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and 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 one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors 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.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education 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 competitor 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.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the State Applications (STD. 678). (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)

DEPARTMENT OF STATE HOSPITALS

Selection Services Unit
1600 9th Street, Room 121
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
From TDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922