



DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT



OPEN

SENIOR PSYCHIATRIC TECHNICIAN

6FVAA

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR 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.

SPOT FOR: Fairview Developmental Center

CONTINUOUS FILING

Applications (Form STD-678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Faxed applications or resumes will not be accepted.

Applications may be downloaded from State Personnel Board website at <http://www.spb.ca.gov>. Applications are available and MUST be filed in person or by mail with:

FAIRVIEW DEVELOPMENTAL CENTER
PERSONNEL/TESTING OFFICE
2501 HARBOR BOULEVARD
COSTA MESA, CA 92626

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

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

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 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 RANGES:

Range A: \$3546 - \$4524	Range S: \$5149 - \$5541
Range B: \$3710 - \$4730	Range T: \$5373 - \$5820
Range C: \$3888 - \$4957	Range U: \$5613 - \$6109

Range A/S: This range shall apply to incumbents who do not meet the criteria for payment at Range B/T.

Range B/T: Either

1. Successful completion of 15 semester units of collegiate level job-related courses in a college or university of recognized standing. (Such courses shall correspond with those on a list of approved courses designated by the Department of Health and filed with the State Personnel Board. Credits received for courses required for licensing as a Psychiatric Technician shall not be accepted toward meeting this requirement.); or
2. Successful completion of an equivalent program of advanced employee training (beyond that required for licensing as a Psychiatric Technician) in the general field of psychiatric nursing and therapy, offered by the State Department of Health. (The advanced training plan shall be on file with the State Personnel Board.) and
Favorable recommendation by a departmental evaluation panel whose plan of evaluation shall have been filed with the State Personnel Board, and whose evaluation shall have considered the employee's personal and job qualifications for therapeutic work with patients.

Range C/U: Successful completion of 15 additional semester units of job-related courses at an accredited college or university. (Such courses shall correspond with those on a list of approved courses designated by each State Hospital or Developmental Center. Credits received for courses required for licensing as a Psychiatric Technician, or for qualifying for Range B, shall not be accepted toward meeting this requirement.) and
Favorable recommendation by the evaluation panel at each facility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications must include: "to" and "from" dates (month/day/year); time base; and class titles. Applications received without this information will be rejected.

Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners.

and
One year of experience performing the duties of a Psychiatric Technician in a California state hospital.

NOTE: Applicants must show their license number, title, and expiration date on their application.

Special Personal Characteristics: An interest in and a willingness to work with mentally or developmentally disabled clients, emotional stability; patience; tolerance; tact; alertness; neat personal appearance; hearing and vision required for successful job performance.

Special Physical Characteristics: Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering the health and well-being of the incumbent, fellow employees, patients, or the public.

THE POSITION

A Senior Psychiatric Technician, under direction, in a developmental center or state hospital, supervises and provides a basic level of general behavioral and psychiatric nursing care on a unit for mentally or developmentally disabled clients on a specific shift; participates in the overall treatment program; and does other related work.

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 in the interview.

Qualifications Appraisal - Weighted 100.00%

Scope:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Fundamentals of nursing care.
2. Basic general behavioral and psychiatric nursing procedures.
3. Daily living care requirements and mental health principles and techniques involved in the care and treatment of individuals or groups of mentally or developmentally disabled clients.

SEE REVERSE FOR ADDITIONAL INFORMATION

SENIOR PSYCHIATRIC TECHNICIAN
TL50 - 8231

CONTINUOUS FILING

SENIOR PSYCHIATRIC TECHNICIAN

BRD: 1/20/16

4. Current first-aid methods.
5. Cardiopulmonary resuscitation.
6. Management Assaultive Behavior techniques.
7. Medical terminology.
8. Pharmacology.
9. Hospital procedures.
10. Techniques of effective supervision;
11. The department's Equal Employment Opportunity Program objectives.
12. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

B. Ability to:

1. Supervise the work and development of a group of nursing staff.
2. Apply basic nursing knowledge, skills and attitudes.
3. Establish effective therapeutic relationships with mentally or developmentally disabled clients.
4. Recognize symptoms requiring medical or psychiatric attention.
5. Think and act quickly in emergencies.
6. Work with a treatment team to provide occupational, recreational, vocational and educational therapy programs for clients.
7. Follow directions.
8. Keep appropriate records.
9. Develop clear and concise reports of incidents.
10. Analyze situations accurately and take effective action.
11. Effectively contribute to the department's equal employment opportunity objectives.

ELIGIBLE LIST INFORMATION:

The resulting eligible list will be used to fill vacancies at **Fairview Developmental Center** only.

Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.

Veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points.

TESTING PERIOD INFORMATION

The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period.

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, 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.

"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."

GENERAL INFORMATION

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact the Fairview Developmental Center's 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. Applications may also be downloaded from State Personnel Board website at <http://www.spb.ca.gov>.

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: When a written test is part of the examination, it will be given in such places in California as the number of candidates warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, 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.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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.

VETERANS' PREFERENCE CREDITS are awarded in open and open nonpromotional entrance examinations requiring *less than college graduation and two years of experience*. In OPEN examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans received 10 points. Eligible disabled veterans receive 15 points. In OPEN NONPROMOTIONAL examinations, eligible veterans receive five points. Eligible disabled veterans receive 10 points. Individuals who receive veteran's points are not eligible for career credits. No veterans' preference credits will be allowed once a veteran achieves permanent civil service status. Directions for applying for veterans' preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

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.

DT/O (Rev. 10/86) FDC 1/16

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

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

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

**Porterville
Developmental Center**
26501 Avenue 140
Porterville, CA 93257
Public: (559) 782-2222
(559) 782-2322

**Sonoma
Developmental Center**
P.O. Box 1493
Eldridge, CA 95431
Public: (707) 938-6339
TDD: (800) 735-2929

