



Certified Nursing Assistant

Exam Code: 7PB17

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Certified Nursing Assistant – \$2,786.00 - \$3,745.00 per month

[View the Certified Nursing Assistant classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814

Phone: (866) 844-8671

Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Certified Nursing Assistant

Possession of a valid Nursing Assistant Certificate issued by the California Department of Public Health.

All employees must have general qualifications as described by California Code of Regulations, title 2, section 172.

POSITION DESCRIPTION

Certified Nursing Assistant

Under medical or licensed nursing supervision, the Certified Nursing Assistant provides nursing care to patients/residents/clients or inmates who are physically ill, disabled, convalescent or geriatric; assist the physician or nurse with examination and treatments of patients; motivate and assist patients in developing and utilizing their maximum potential for self-care; and do other related work.

Provides physical support to assist patients/residents/clients or inmates in performing daily living activities, including rising out of bed, bathing, dressing, feeding, toileting, walking or exercising, social actions or rehabilitation programs; turns or re-positions bedridden; records vital signs, height and weight; measures and records dietary intake and urinary and fecal output; administers medications or treatments as directed; collects specimens; observes or examines patients/residents/clients or inmates to detect symptoms that may require medical attention; assists nurses or physicians in the operation of medical equipment or provision of care; transports patients/residents/clients

or inmates to treatment units, operating rooms or other areas using wheelchairs, stretchers or movable beds; cleans and sanitizes patients clothing, rooms, bathrooms, examination rooms, or other patient/resident/client areas; positions or holds patients, residents, clients for surgical preparations; performs immediate and temporary interventions in emergency situations; assists with admission, transfer, or discharge activities; sorts, counts and distributes linens and clothing; assists in serving meals and special diets; performs other tasks as required and as defined by the California Code of Regulations, title 22, Division 5, Chapter 2.5, Article 3, 71835 through 72841.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Routine hospital, clinic, inpatient and/or outpatient settings, techniques of bathing, feeding, lifting, and transporting patients, making beds, and caring for patients/residents/clients or inmates clothing and other property
2. Hospital routine and procedure
3. Proper methods and attitudes involved in meeting the physical and psychosocial needs of physically ill and/or disabled patients/residents/clients or inmates and assisting medically trained personnel
4. Accepted first aid methods.

Ability to:

1. Skills in the performance of routine hospital, clinic, inpatient and/or outpatient settings, techniques of bathing, feeding, lifting and transporting patients/residents/clients or inmates, making beds, and caring for patients/residents/clients or inmates' clothing and other property
2. Assist medically trained personnel
3. Communicate at the level required for successful job performance

4. Keep simple records;
5. Follow oral and written directions
6. Analyze situations accurately and participate in an appropriate course of action

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Certified Nursing Assistant** classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will be applied to state employees' final passing score who have obtained permanent civil service status with the state of California.

EXAMINATION INFORMATION

[Preview of the Certified Nursing Assistant Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

[Take the Certified Nursing Assistant examination](#)

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

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EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental 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 the bulletin.

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.