



DEPARTMENT OF DEVELOPMENTAL SERVICES  
EXAMINATION ANNOUNCEMENT



LICENSED VOCATIONAL NURSE, DEPARTMENTS OF  
MENTAL HEALTH AND DEVELOPMENTAL SERVICES

9SNAE

OPEN

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY 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: SONOMA DEVELOPMENTAL CENTER**

**CONTINUOUS TESTING – NO FINAL FILING DATE**

Applications may be downloaded from the California Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov) Applications (Form STD.678) are available and MUST be filed in person or by mail with:

Sonoma Developmental Center  
Human Resources Examination Department  
15000 Arnold Drive  
P.O. Box 1493 (Please use when mailing)  
Eldridge, CA 95431

**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 the examination.

**QUALIFICATIONS APPRAISAL:** Oral examination interview appraisal will be scheduled when a sufficient candidate pool exists and at the discretion of the appointing authority.

**SALARY RANGE:** Range T: \$3,400 - \$4,256 per month

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

**MINIMUM QUALIFICATIONS**

Possession of a valid, active license from the State of California to practice as a Licensed Vocational Nurse.

**LICENSE REQUIRED PRIOR TO EMPLOYMENT:** License verification will be required prior to appointment as a Licensed Vocational Nurse.

**THE POSITION:** Under clinical direction of a registered nurse or physician and under assigned administrative supervision, provides a basic level of general nursing care in a State facility to individuals with mental, emotional, or developmental disabilities, or visually impaired, medically ill, or infirm individuals; 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.

**Qualifications Appraisal – Weighted 100%**

**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:

**Knowledge of:**

1. Fundamentals of nursing care, including medication administration.
2. General nursing procedures and techniques involved in the patient/client care.
3. Principles used in caring for individuals who are immobile.
4. Medical terminology.
5. General hospital/facility routine and equipment.

**Ability to:**

1. Perform nursing procedures as regulated by licensure and certification.
2. Observe and document symptoms and behavior.
3. Maintain records and prepare reports.
4. Gain the interest, respect, and cooperation of patients/clients.
5. Work effectively with patients/clients and the interdisciplinary treatment team.
6. Function effectively in an emergency situation.
7. Practice universal precautions.

**SPECIAL PERSONAL CHARACTERISTICS:** Aptitude for working with individuals who are acutely ill, infirm, visually impaired, have an emotional disorder, or a mental or developmental disability; demonstrate emotional stability, patience, tact, and alertness.

**ELIGIBLE LIST INFORMATION:** The resulting eligible list will be used to fill vacancies at Sonoma Developmental Center only. Names of successful competitors will be merged into the list in order of final scores regardless of the date. Eligibility expires 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

**TESTING PERIOD INFORMATION:** A candidate may be tested only once during a testing period. The testing periods for this examination are: January 1 through March 31; April 1, through June 30; July 1 through September 30; October 1 through December 31.

**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 suitability for employment.

**DRUG TESTING REQUIREMENT:** Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

SEE REVERSE FOR ADDITIONAL INFORMATION

**VETERANS PREFERENCE CREDIT:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran

who has been dishonorably discharged or released.

## 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 California Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov), local offices of the Employment Development Department and the Department noted on the reverse side of this bulletin.

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) 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. 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 depth 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.