



DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT



SENIOR PSYCHIATRIC TECHNICIAN

OPEN

9SNYL

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

Qualifications Appraisal – Weighted 100%

CONTINUOUS TESTING – NO FINAL FILING DATE

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:

Applications may be downloaded from the State Personnel Board website at <http://www.spb.ca.gov>. Applications (Form 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
Eldridge, CA 95431

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.
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 Affirmative Action Program objectives.
12. A supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

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

SALARY RANGE: S \$4,937 - \$5,060 per month
T \$5,152 - \$5,314 per month
U \$5,381 - \$5,579 per month

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 affirmative action objectives.

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 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.

LICENSE REQUIRED PRIOR TO EMPLOYMENT: License verification will be required prior to appointment as a Senior Psychiatric Technician.

THE POSITION: Under direction, in a State hospital, supervises and provides a basic level of general behavioral and psychiatric nursing care as described below 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.

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.

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

SEE REVERSE FOR ADDITIONAL INFORMATION

order of final scores regardless of the date. Eligibility expires 24 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.

VETERAN'S PREFERENCE: Veteran's Preference Credit will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested these points.

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) 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.

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

FAIRVIEW
DEVELOPMENTAL CENTER
2501 Harbor Boulevard
Costa Mesa, CA 92626
Public: (714) 957-5121
TDD: (714) 957-5246

LANTERMAN
DEVELOPMENTAL CENTER
3530 Pomona Boulevard
Pomona, CA 91768
Public: (909) 595-1221
TDD: (909) 595-3971

CANYON SPRINGS
DEVELOPMENTAL CENTER
69-696 Ramon Road
Cathedral City, CA 92234
Public: (766) 770-6200

PORTERVILLE
DEVELOPMENTAL CENTER
26501 Avenue 140
Porterville, CA 93258
Public: (209) 782-2087
TDD: (209) 781-7822

SONOMA
DEVELOPMENTAL CENTER
15000 Arnold Drive
Eldridge, CA 95431
Public: (707) 938-6538
TDD: (707) 938-6200
