

***This is only a **preview** of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin.

Training and Experience Evaluation Preview Psychiatric Technician Assistant (Safety) Department of Developmental Services

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

To answer all the test items (task statements) in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following task statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Psychiatric Technician Assistant (Safety)

- 1. Performing basic nursing care (e.g., taking and recording vital signs, recording weight/height, documenting client's status and symptoms) as needed for health record keeping.**
- 2. Assisting licensed staff in handling medical emergencies (e.g., seizures, choking, cardiac issues, strokes, self-harm) by providing emergency care (e.g., CPR, First Aid, Heimlich Maneuver).**
- 3. Documenting client behaviors and interactions through daily observations.**
- 4. Assisting clients in performing daily activities (e.g., escorting, grooming, dining, keeping living area clean) to encourage clients' self-reliance.**
- 5. Assisting with the facilitation of therapeutic activities (e.g., music, recreational, vocational, educational, occupational) to help maintain clients' mental and physical wellbeing.**
- 6. Observing for changes in clients' behavior and/or health status in order to detect needs for assessment.**
- 7. Communicating hazardous/unsafe concerns (e.g., abuse, security breach, needed repairs, unusual activities) to appropriate staff to maintain the safety of the facility and the client.**
- 8. Assisting in the inspection of clients' areas to identify and report security concerns.**