



NURSING COORDINATOR (SAFETY)

Exam Code: 0MHPE

Administering Department: Department of State Hospitals

Exam Type: Servicewide, Open

Final Filing Date: Continuous

Class Code: 8101

CLASSIFICATION DETAILS

Nursing Coordinator (Safety) – \$7,017.00 - \$12,996.00 per month.

Salary updated as of: July 1, 2021

View the [Nursing Coordinator Safety classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Applications are accepted on a continuous basis. The cut-off-dates are the third Friday of each month. All completed applications submitted by each cut-off-date will be processed for that administration.

Note: Applications and examinations may be processed on a flow basis prior to the cut-off-date to meet the hiring needs of the department.

Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed.

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.

Unless otherwise stated on this bulletin, you must meet the Minimum Qualifications by the Final Filing Date or cut-off-date stated above.

How to Apply:

Step 1. Applicants are required to submit an [Examination Application \(STD 678\)](#), found at www.calcareers.ca.gov, either by mail, in person, or via email to the address listed below.

Step 2. Once your application has been submitted and it has been determined that you meet the minimum qualifications for entrance into the examination, you will be contacted by email (unless you specify mail on your STD 678) 2-3 weeks after the cut-off-date with instructions for completing this Training and Experience (T&E) examination.

The preferred method to apply is by emailing your STD 678 to:

NursingCoordinatorSafety@dsh.ca.gov

Electronic signatures are acceptable.

Indicate the Classification on your Examination Application (STD 678).

You may apply by mail or in person to:
Department of State Hospitals – Sacramento
Attn: Selection Services Unit, MS-14
1215 O Street
Sacramento, CA 95814

In person hours: Monday through Friday, 8am to 5pm (excluding State holidays)

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

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,

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regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

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

Or Possession of the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nurses. And

Either 1 Experience: Two years of clinical nursing experience in the Department of Developmental Services or the Department of Mental Health performing the duties of a class with a level of responsibility at least comparable to that of a Supervising Registered Nurse or Unit Supervisor.

Or 2 Experience: Four years of clinical nursing experience with 24-hour responsibility for a nursing program unit in a developmental or mental health setting. (Experience in the California state service applied toward this requirement must be in a class with a level of responsibility comparable to that of a Registered Nurse, Range B.

POSITION DESCRIPTION

Under direction at developmental centers, State hospitals, or correctional facilities contracting with the Department of State Hospitals for diagnostic and treatment services, in a program providing care to patients who are developmentally or mentally disordered offenders, coordinates the nursing care activities in a treatment program; assists the Program Director with the administration of a treatment program with particular emphasis on nursing care activities; and does other work as required.

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.

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. The principles and practices of personnel management and effective supervision in planning, organizing, and directing technical nursing services staff of a treatment program
2. Professional nursing principles and techniques
3. Principles of specialized treatment and training techniques as they relate to the developmentally or mentally disordered offenders
4. Treatment program organization in developmental centers or State hospitals
5. Medicines and narcotics
6. A supervisor's role in the Equal Employment Opportunity Program

Ability to:

1. Plan and direct the work of nursing services staff in a treatment program
2. Develop nursing care and treatment plans in order to reach measurable objectives
3. Assess, plan, and implement staff training to meet patient objectives
4. Work effectively with multidisciplinary clinical staff
5. Represent the Program Director in discussions of all aspects of nursing services
6. Communicate effectively

Special Personal Characteristics:

1. Willingness to work at developmental centers, State hospitals, or correctional facilities contracting with the Department of Mental Health for diagnostic and treatment services
2. Demonstrated leadership ability
3. Sympathetic and objective understanding of the problems of developmentally or mentally disordered offenders
4. Tact
5. Patience
6. Emotional stability

Special Physical Characteristics:

1. Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public

ELIGIBLE LIST INFORMATION

A Servicewide, Open eligible list for the **Nursing Coordinator (Safety)** classification will be established for use by all state agencies.

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The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established unless the needs of the department warrant a change in this period. After eligibility expires applicants must 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 at the following website:

<https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>

Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits are not granted for examinations administered on an Open or Promotional basis.

PREPARING FOR THE EXAMINATION

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

1. **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.
2. **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.
3. **Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Step 1. Submit your STD 678 following the instructions on "How to Apply" section.

Step 2. Once it has been determined that you meet the minimum qualifications for entrance into the examination, you will be contacted by email (unless you specify mail on your STD 678) 2-3 weeks after the cut-off-date with instructions for completing this examination.

TESTING DEPARTMENTS

Department of State Hospitals

CONTACT INFORMATION

Questions relating to this exam should be directed to:

Department of State Hospitals
Selection Services Unit
Monday through Friday, 8am to 5pm (excluding State Holidays)
Phone: 916-651-8832
Email: NursingCoordinatorSafety@dsh.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice). TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

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 workplace. 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 at the following website:

<http://www.CalCareers.ca.gov/>

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

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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 Department of State Hospitals 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. This examination may be canceled by the Department of State Hospitals at any time prior to the establishment of the employment list. Such revision or cancelation 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.