



# California Department of **State Hospitals**

## **PSYCHIATRIC TECHNICIAN APPRENTICE**

**Exam Code: 2MHAL**

**Administering Department:** Department of State Hospitals

**Exam Type:** Departmental, Open

**Final Filing Date:** 8/15/2022

**Class Code:** 8229

### **CLASSIFICATION DETAILS**

**Psychiatric Technician Apprentice** – \$2,745.00 - \$3,650.00 per month.

Salary updated as of: July 1, 2021

View the [Psychiatric Technician Apprentice classification specification](#)

### **APPLICATION INSTRUCTIONS**

**Final Filing Date:** Applications must be submitted by the Final File Date of  
**8/15/2022**

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 **nine (9)** months.

Unless otherwise stated on this bulletin, you must meet the Minimum Qualifications by the Final Filing Date stated above.

## How to Apply:

- Step 1.** Enroll at [Napa Valley College](#).
- a. Send or drop-off official transcripts for review to  
ATTN: Fast Track PT Program  
Margarita Ceja, NVC Admissions and Records Officer & Health  
Occupations Admissions Coordinator  
2277 Napa Vallejo Hwy  
Napa, CA 94558
  - b. Submit completed immunizations to  
ATTN: Fast Track PT Program  
Cindy Miller, Administrative Assistant- Health Occupations Division  
2277 Napa Vallejo Hwy  
Napa, CA 94558  
Required immunizations can be found on the Napa Valley College  
website, Health Occupations page. Link: [Health and Safety  
Requirements \(napavalley.edu\)](#)
- Step 2.** Submit an [Examination Application \(STD 678\)](#), found at  
[www.calcareers.ca.gov](http://www.calcareers.ca.gov), either by mail, in person, or via email to the  
address listed below.

**Applicants must complete Steps 1 and 2 by the Final Filing Date. Failure to do so will result in a delay in the examination process. Acceptance into this exam is on a first come, first served basis as seats are limited to 100 examinees.**

The primary method of contact for this exam will be email. Please ensure your CalCareers account is updated with your current email address.

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

[PsychTechApprentice-FastTrack@dsh.ca.gov](mailto:PsychTechApprentice-FastTrack@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, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Eligibility for enrollment in an accredited Psychiatric Technician Training Program as evidenced by passage of the required entrance examinations.

And Education: Equivalent to completion of the 12th grade.

## **POSITION DESCRIPTION**

Under close supervision, as an apprentice, to participate in the treatment programs of a State hospital for the mentally or developmentally disabled; to acquire knowledge, skills, and abilities to provide a basic level of general behavioral and psychiatric nursing care to the mentally and developmentally disabled; and to do other related work.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Multiple Choice:** 100% of the final score.

A final score of 70% must be attained to be placed on the eligible list.

If conditions warrant, this examination may utilize an evaluation of each candidate's education and experience compared to a standard developed from the class specification. It is important that each candidate provide details and completely fill out their application. List all experience relevant to the "Minimum Qualifications" for admittance to the examination shown on this announcement.

### **Exam Considerations for Education and Experience:**

1. The breadth, quality, and length of time of the education and experience.
2. The relevance of the education and experience to the qualifications of the classifications.
3. The degree to which the competitor's total education and work history represent suitable preparation to successfully perform the duties and tasks of the class.

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. Arithmetic computations including fractions
2. Metric system
3. Spelling and grammar

**Ability to:**

1. Communicate effectively
2. Acquire general behavioral and psychiatric nursing knowledge, skills, and attitudes
3. Apply technical nursing knowledge and understanding of the behavior of mentally or developmentally disabled clients

## **ELIGIBLE LIST INFORMATION**

A Departmental, Open eligible list for the **Psychiatric Technician Apprentice** classification will be established for:

### **Department of State Hospitals**

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 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.

## TAKING THE EXAMINATION

Submit your STD 678 following the instructions above. Email is the preferred method of submission to expedite the process: [PsychTechApprentice-FastTrack@dsh.ca.gov](mailto:PsychTechApprentice-FastTrack@dsh.ca.gov).

Please note: Our primary communication method with you will be by email; therefore, it is important that we have your correct email address on file.

**Examination Date(s):** It is anticipated the multiple choice exam will be held in October 2022. Applicants who meet the Minimum Qualifications and are accepted into this exam will receive written instructions for taking the Web-based Written Examination via their email address on file. If you have not received instructions by the third week of September 2022, contact the Testing Department. Please remember to check your spam/junk folder.

## 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: [PsychTechApprentice-FastTrack@dsh.ca.gov](mailto:PsychTechApprentice-FastTrack@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 work place. Any applicant for State employment will be expected to behave in accordance with this

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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 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 cancellation 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 12<sup>th</sup> 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.