



California Department of
State Hospitals

NURSE CONSULTANT I

Exam Code: 2MHDY

Administering Department: Department of State Hospitals

Exam Type: Departmental, Promotional

Bulletin Release: 6/2/2022

Final Filing Date: 6/9/2022

Class Code: 8197

CLASSIFICATION DETAILS

Nurse Consultant I – Range T: \$10,618.00 - \$13,297.00 per month.

Salary updated as of: April 8, 2022

View the [Nurse Consultant I classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Applications must be submitted by the Final File Date of
6/9/2022

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. If you have taken this examination with the Department of State Hospitals within the last twelve (12) months, you are not eligible to re-apply.

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

In addition to meeting the Minimum Qualifications, competition is limited to individuals who meet at least one of the following filing criteria:

1. Have a permanent civil service appointment with a promotional testing department

(see Testing Department), or

2. Are current or former employees of the legislature for 2 or more years as defined in Government Code 18990, or
3. Are current or former non-elected exempt employees of the executive branch for 2 or more consecutive years as defined in Government Code 18992, or
4. Are persons retired from the United States Military honorably discharged from active duty as defined in Government Code 18991. Applicants must provide a copy of discharge papers (DD 214) for verification purposes at the time of application. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 235.2, and Government Code §18993. California Code of Regulations Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

How to Apply:

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.

Once your application has been submitted, Examination Services staff will screen each application. Applicants meeting the minimum qualifications will be admitted into the examination.

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

NurseConsultant1@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.

1. All classes in this series require possession of an active valid license as a registered nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) and

2. All classes in this series require a baccalaureate or higher degree in nursing from a school of nursing accredited by the National League for Nursing (NLN) or its equivalent for foreign graduates. (For applicants who received a baccalaureate degree in a health-related field prior to 1990, the California State Public Health Nurse Certificate may be substituted for the baccalaureate in nursing (BSN), thereafter the baccalaureate or higher degree must be in nursing from a school of nursing accredited by the NLN or its equivalent for foreign graduates.) and

3. All classes in this series require possession of a master's degree in a health-related field such as: nursing, public health, health care services, health care administration, or hospital administration. All degrees must be from an institution approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10. and

Two years of professional registered nursing experience which must have included responsibility for health services program planning and implementation or an administrative, consultative, teaching, or supervisory capacity.

POSITION DESCRIPTION

This is the first working level. Under general supervision, performs the less complex nursing consultation and technical assistance to public and private institutions and agencies on the provision of health services; participates in planning, developing, evaluating, and monitoring health services, programs, and studies; participates in the development and evaluation of policies, procedures, and standards; develops and coordinates training programs; may assist in the more complex health programs, studies, or reports; and does other related work.

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.

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. Principles, techniques, methods, and procedures of current nursing practices.
2. Epidemiology and methods of health promotion and disease prevention concepts and methods of control of communicable diseases.
3. Current philosophies and patterns of nursing education.
4. Principles and methods of consultation.
5. Group process and problem solving.
6. Research principles and methodology.
7. Roles, responsibilities, and interrelationships of the various health disciplines and health agencies.
8. Functions of social and health agencies.
9. Cultural and sociological patterns as they affect health programs.
10. State and Federal legislation related to health services.

Ability to:

1. Effectively provide consultation and technical assistance.
2. Establish and maintain the confidence and cooperation of those personnel within the department and in other social and health agencies.
3. Analyze situations accurately and take effective action.
4. Be flexible in approach to the solution of problems.
5. Communicate effectively.
6. Prepare reports.

ELIGIBLE LIST INFORMATION

A departmental, promotional eligible list for the **Nurse Consultant I** classification will be established for:

Department of State Hospitals

Eligibility expires **12 months** after it is established. Eligibility may be extended to meet the needs of the department.

Veterans' Preference credit is not granted in promotional examinations.

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

You are required to submit your application following the instructions above. 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 final file 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: NurseConsultantI@dsh.ca.gov

Bulletin Date: 6/2/2022

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 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 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.