



RECEIVER'S NURSE EXECUTIVE (SAFETY)

TN05/8241 – Exam Code: 9RC27

OPEN – STATEWIDE

CONTINUOUS INTERNET EXAMINATION, FILING, AND JOB VACANCIES

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

EXAMINATION BASE

DEPARTMENTAL OPEN FOR:

California Prison Health Care Services (CPHCS)

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.

HOW TO APPLY

The application and Training and Experience Assessment are available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Receiver's Nurse Executive (Safety) is contained within the Internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Evaluation Assessment on the Internet by connecting to the following on-line instructions:

http://cphcs.hodesiq.com/bl_joblist.asp

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA also has internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

APPLICATION DEADLINE/ TESTING PERIOD

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

The testing period for this examination is six (6) months. Once you have taken the Training and Experience Assessment examination, you may not retest for six (6) months.

SALARY RANGE

As of April 7, 2008:

\$10,500 - \$18,659 Monthly – (3 Assignment Levels) Institutional, Regional, and Statewide

BENEFITS

NOTE: This is an all inclusive list of state benefits; however, not all benefits pertain to every classification. At the point of hire, actual benefits will be discussed with the employee.

- Deferred Compensation Plans (Savings pool, 401(k), and 457 plans)
- \$100 Monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (management discretion)
- Pre-tax parking (where applicable)
- Fourteen (14) paid holidays

BENEFITS - Continued

- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement
- Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- California Public Employees' Safety Retirement System (Exempt from paying into federal Social Security System)
- Reimbursement of License Renewal Fees (Actual Cost)
- Up to 32 hours of paid time off during a two-year period to attend continuing education classes/units to maintain license.
- Educational funding may be available through the following programs (Contact a Health Care recruiter for additional information.):
 - ❖ Federal Loan Repayment Program, administered by the National Health Services Corporation offered at selected institutions.
 - ❖ Health Professions Education Foundation Scholarship and Loan Repayment offered at selected institutions.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

MINIMUM QUALIFICATIONS

Possession of a current and unencumbered 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

A Bachelors of Science in nursing or health services administration or a related field. (Additional qualifying experience performing a full range of duties as a nursing supervisor in a health care organization/facility with 20 or more full-time subordinate nurses, may be substituted for the required education on a year-for-year basis.)

And

Five years of clinical nursing experience in a comprehensive medical setting, at least three years of which must have been in an administrative or supervisory capacity in a health care organization/facility with 20 or more full-time subordinate nurses.

Additional Desirable Qualifications: Clinical nursing experience in a correctional facility; Masters Degree in nursing or other health care related field; Basic Care Life Support certification; Advanced Care Life Support certification; and experience in health care system and program design and development.

Special Personal Characteristics: Incumbents must possess the willingness to work in a correctional facility; possess a sympathetic and objective understanding regarding the problems of inmate-patients; and, be tactful and patient.

Special Physical Characteristics: 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.

EXAMINATION PLAN This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%

Required Core Competencies:

- Professional/Technical Expertise
- Customer Focus
- Teamwork
- Valuing Diversity
- Managing Performance
- Leadership
- Planning and Organizing
- Organizational Savvy
- Process Improvement
- Developing Others
- Managing Change
- Strategic View

ELIGIBLE LIST INFORMATION

An open merged eligible list will be established for CPHCS. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

POSITION DESCRIPTIONS AND LOCATION(S)

ASSIGNMENT POSITION DESCRIPTIONS WITHIN THE CLASSIFICATION

INSTITUTION CHIEF OF NURSING SERVICES

Incumbents in these positions are the highest ranking nurse manager within a Department of Corrections and Rehabilitation adult institution. The incumbent reports directly to the institution healthcare Chief Executive Officer (aka Health Care Manager) and receives functional supervision from the Regional Director of Nursing Services insofar as it pertains to nursing standards, procedures, protocols and policies; directs all nursing activity within the institution and ensures compassionate, safe, effective, timely, efficient and equitable patient-centered care in conjunction with other health care discipline managers, and in coordination with custody; develops and maintains a competent nursing team to deliver evidence-based patient-centered care; develops and implements clear and realistic performance expectations, issues letters of instruction and counseling memoranda; effectively recommends formal disciplinary action to the institution Chief Executive Officer, and upon delegation from the Chief Executive Officer takes disciplinary action; and does other related work.

REGIONAL CHIEF OF NURSING SERVICES

Under the direct supervision of the Regional Health Care Program Administrator, and the functional supervision of the Statewide Chief of Nursing Services, the incumbent coordinates all patient care services within a region spanning multiple institutions within the California Department of Corrections and Rehabilitation adult institutions; ensures that nursing practices comply with appropriate professional standards; ensures institutions within the region have implemented an effective system that certifies competence to perform nursing duties, including the performance of physical assessments and out patient urgent/emergency protocols; functionally supervises the Institution Chiefs of Nursing Services within the region insofar as it pertains to nursing standards, procedures, protocols and policies; participates in the selection of the Institution Chiefs of Nursing Services and effectively recommends the appointment of candidates to institution healthcare Chief Executive Officers; develops and monitors nursing performance expectations; performs competency assessments; mentors and coaches nursing personnel throughout the region; assists in evaluating nursing staff and effectively recommends corrective and adverse action to Institution Chiefs of Nursing Services, institution Chief Executive Officers and Regional Healthcare Program Administrators (aka Regional Administrators); and does other related work.

**POSITION
DESCRIPTIONS
AND LOCATION(S) –
Continued**

STATEWIDE CHIEF OF NURSING SERVICES

Under the direct supervision of the federal court Receiver (or designee), the incumbent coordinates all nursing services on a statewide basis within the California Department of Corrections and Rehabilitation adult institutions; ensures that nursing professional practices comply with appropriate standards to deliver evidence-based patient-centered care; ensures institutions statewide have implemented an effective system that certifies competence to perform nursing duties, including the performance of physical assessments and out patient urgent/emergency protocols. The incumbent functionally supervises the Regional Chiefs of Nursing Services insofar as it pertains to nursing standards, procedures, protocols and policies; participates in the selection of the Institution and Regional Chiefs of Nursing Services and effectively recommends the appointment of candidates to institution healthcare Chief Executive Officers and Regional Healthcare Program Administrators; develops and monitors nursing performance expectations; performs competency assessments; mentors and coaches nursing personnel throughout the state; assists in evaluating nursing staff and effectively recommends corrective and adverse action to Institution and Regional Chiefs of Nursing Services, Institution Chief Executive Officers and Regional Healthcare Program Administrators; and does other related work.

**VETERANS POINTS/
CAREER CREDITS**

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at the State Personnel Board or their website at spb.ca.gov, local offices of the Employment Development Department, and at the California Prison Health Care Services.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional 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.

The California Prison Health Care Services 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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, an investigation may be made of employment records and personal history, and fingerprinting may be required.

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 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 (high school is four years).

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE 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.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038
www.cphcs.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS