



PUBLIC HEALTH NURSE II, CORRECTIONAL FACILITY

TK13/9345 – Exam Code: 9RC02

OPEN – STATEWIDE

CONTINUOUS 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)

Positions exist statewide with the California Prison Health Care Services.

POSITION DESCRIPTION

The Public Health Nurse II, CF is the advanced level in this series. Under general direction, the incumbent will plan and provide public health nursing services for a State correctional facility; perform infectious disease skin testing and surveillance in a State correctional facility; provide technical assistance to the institutional staff in the implementation of infectious disease control policies and procedures; carry on health education and interpret public health standards to the institutional staff; confer with public health administrators and others and participate in conferences on community health problem; and may also serve in a lead capacity.

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

Submit an Examination Application (Std. Form 678), and a Supplemental Application to the address listed below:

By mail with:
California Prison Health Care Services
Selection Services Section
P.O. Box 4038, Suite 350
Sacramento, CA 95812-4038

or **In person with:**
California Prison Health Care Services
Selection Services Section
501 J Street, Lobby Drop Box
Sacramento, CA 95812

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Application for Public Health Nurse II, Correctional Facility (CF) can be downloaded from State Personnel Board's website at www.jobs.ca.gov, CPHCS' website at www.cphcs.ca.gov or CDCR's website at www.cdcr.ca.gov or copies can be obtained by calling (916) 445-1086.

NOTE: Only applications with an original signature will be accepted.

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.

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.

SALARY RANGE

Currently as of July 1, 2007:

\$7,433.00 - \$9,034.00 Monthly – This salary range applies to Public Health Nurse I, Correctional Facility appointed to all Adult Institutions and Division of Correctional Health Care Services, **except** for San Quentin State Prison, Salinas Valley State Prison, and the Correctional Training Facility, Soledad.

\$8,193.00 - \$9,959.00 Monthly – This salary range applies **only** to the Public Health Nurse II - Correctional Facility, appointed to San Quentin State Prison, Salinas Valley State Prison, and the Correctional Training Facility, Soledad.

Through October 2011, full-time employees' monthly salary will be reduced by 4.62% in exchange for eight (8) hours of leave, credited to each employee's leave balances as Personal Leave Plan 2010 credit.

BENEFITS

For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/OEC/benefits/benefits.aspx>

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", or "II", or "III", etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

License/Certificate: Possession of a current license as a Registered Nurse in California and a current certificate as a Public Health Nurse in California. (Applicants who do not meet these requirements will be admitted to the examination, but they must secure the required license and certificate before they will be considered eligible for appointment.) **AND**

Either I

Experience: One year of experience performing the duties of a Public Health Nurse I, Correctional Facility, in California state service.

Or II

Experience: Two Years of experience as a Public Health Nurse/Community Health Nurse.

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility; willingness to work in a state correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates and/or wards.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

NOTE: Applicants possessing the required license/certificate at the time of application must show number, title, and expiration date on their examination application.

EXAMINATION PLAN

This examination will consist of Training and Experience Assessment (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Supplemental Application. See section titled "How to Apply" for information on where to obtain a copy of the Supplemental Application and other needed materials.

Candidates who meet the "Minimum Qualifications" will have their Supplemental Application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

Training and Experience Assessment (Supplemental Application) - Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Principles, methods, and procedures of nursing as applied in public health practice and of preventive medicine.
2. Causes, transmission, and methods of control of communicable diseases, including tuberculosis, hepatitis, and sexually transmitted diseases including AIDS.
3. Essential diagnostic and therapeutic problems involved in the control of communicable diseases and sexually transmitted diseases.
4. Principles and purposes of public health programs.
5. Socioeconomic problems of inmate population including the disabled.
6. Long-term effects of chronic diseases.
7. Principles of mental health.
8. Community aspects of nursing programs including provision of continuity of patient care.
9. Current literature and trends in public health nursing.

10. Functions of social and health agencies and functions of other professions as related to public health nursing.

B. Ability to:

1. Work effectively with staff, inmates and families in satisfactory solution of health programs.
2. Work autonomously and in collaboration with other health professionals.
3. Establish and maintain cooperative relations with intra-and interdepartmental agencies and other public and private health agencies.
4. Analyze situations accurately and take effective action.
5. Communicate effectively.
6. Exercise independent judgment and plan, organize, and carry out public health nursing activities in an institution or several institutions.
7. Provide leadership in public health programs.

**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.

**VETERANS POINTS/
CAREER CREDITS**

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. 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).

Veteran's Preference: California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in Open, Nonpromotional Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

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

MA/Rev 09/8/11

Public Health Nurse II, CF

NAME _____

CONDITIONS OF EMPLOYMENT - CDCR ADULT LISTING ONLY

PLEASE MARK THE APPROPRIATE BOX (ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED. If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work you will be charged with a waiver. **After three such waivers**, your name will be made inactive. ON OPEN EMPLOYMENT LISTS, **once your name is placed inactive, it cannot be reactivated.** Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time (R) Permanent Part-Time (K) Limited-Term Full-Time (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

NOTE: California State Prison has been abbreviated to "CSP."

LOCATION(S) YOU ARE WILLING TO WORK

(5) ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.

7238 **UPPER NORTHERN REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

0802 **Pelican Bay State Prison** 1802 **California Correctional Center** 1805 **High Desert State Prison**
Crescent City, Del Norte County Susanville, Lassen County Susanville, Lassen County

7231 **NORTHERN REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

0309 **Mule Creek State Prison** 3417 **Richard A. McGee Correctional**
Ione, Amador County **Training Center,**
 3423 **CSP, Sacramento** Galt, Sacramento County
Represa, Sacramento County 3901 **Deuel Vocational Institution**
 4804 **California Medical Facility** Tracy, San Joaquin County
Vacaville, Solano County 4811 **CSP, Solano**
 2102 **CSP, San Quentin** Vacaville, Solano County
San Quentin, Marin County 5505 **Sierra Conservation Center**
 3400 **Headquarters** **Conservation Camp Facility**
Sacramento, Sacramento County Jamestown, Tuolumne County
 3404 **Folsom State Prison**

Represa, Sacramento County

7232 **CENTRAL REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

1015 **Pleasant Valley State Prison** 2003 **Central California Women's Facility**
Coalinga, Fresno County Chowchilla, Madera County
 1513 **Wasco State Prison** 2004 **Valley State Prison for Women**
Reception Center, Wasco, Kern County Chowchilla, Madera County
 1514 **North Kern State Prison** 2701 **Correctional Training Facility**
Delano, Kern County Soledad, Monterey County
 1522 **Kern Valley State Prison** 2708 **Salinas Valley State Prison**
Delano, Kern County Soledad, Monterey County
 1605 **Avenal State Prison** 4005 **California Men's Colony**
Avenal, Kings County San Luis Obispo, San Luis Obispo County
 1606 **CSP, Corcoran** 1608 **California Substance Abuse Treatment**
Corcoran, Kings County **Facility,**
Corcoran, Kings County

7233 **SOUTHERN REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

1307 **Calipatria State Prison** 3313 **Chuckawalla Valley State Prison**
Calipatria, Imperial County (North) Blythe, Riverside County
 1308 **Centinela State Prison** 3329 **Ironwood State Prison**
Imperial, Imperial County (South) Blythe, Riverside County
 1503 **California Correctional Institution** 3612 **California Institution for Men**
Tehachapi, Kern County Chino, San Bernardino County
 1995 **CSP, Los Angeles** 3613 **California Institution for Women**
Lancaster, Los Angeles County Corona, San Bernardino County
 3310 **California Rehabilitation Center** 3715 **R. J. Donovan Correctional Facility**
Norco, Riverside County **at Rock Mountain**
San Diego, San Diego County

Please notify CPHCS promptly of any address changes or availability for employment at the following address: CPHCS, Human Resources, Selection Services Section, P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038.