



STANDARDS COMPLIANCE COORDINATOR

KJ50/8328 – Exam Code: 9RC39

OPEN – STATEWIDE

CONTINUOUS TESTING

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

Submit Examination Application (Std. Form 678) and Conditions of Employment (Form 631) for this examination.

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, Suite 350
Sacramento, CA 95814**

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.

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

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

**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 examination, you may not retest for six (6) months.

SALARY RANGE

As of July 1, 2007:

\$\$5,067 - \$6,114 Monthly

**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**

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.

Either I

One year of experience in the California state service performing the duties of a Medical Record Consultant or Health Program Coordinator, Correctional Facility.

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

Or II

Two years of clinical nursing experience in the California state service performing the duties of a class comparable in level of responsibility to those of a Unit Supervisor, Supervising Registered Nurse, or Senior Medical Technical Assistant.

Or III

Two years of experience in the Department of Mental Health performing the duties of an Associate Mental Health Specialist.

Or IV

Two years of experience as a Medical Record Director in a health care facility.

Or V

Three years of clinical experience as a Psychiatric Social Worker, Psychologist, Rehabilitation Therapist, Recreation Therapist, Individual Program Coordinator, or Teacher in a health care facility.

Additional Desirable Qualifications: Experience in hospital administration, nursing administration, or health facility evaluation and consultation.

EXAMINATION PLAN

EDUCATION AND EXPERIENCE - WEIGHTED 100%

This examination will consist solely of an evaluation of each candidate's experience and/or education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience(s) relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**ELIGIBLE LIST
INFORMATION**

The resulting eligible list(s) will be established to fill vacancies for the CPHCS statewide. 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 Education and Experience examination to re-establish eligibility.

**POSITION
DESCRIPTIONS
AND LOCATION(S)**

A Standards Compliance Coordinator, under direction of the Chief Medical Officer or Health Care Manager in a State correctional facility, coordinates and facilitate those activities relating to achieving and maintaining the licensing, certification, and accreditation of the facility; to assure compliance with other applicable standards of quality of care; to integrate these activities with other facility-wide quality assurance activities; and does other related work.

Positions exist statewide with the California Prison Health Care Services.

**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

KH/Rev 10/28/09

STANDARDS COMPLIANCE COORDINATOR

CONDITIONS OF EMPLOYMENT - CDCR ADULT & YOUTH FACILITY 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** and/or you do not reply promptly to the contact, 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." Youth Correctional Facility has been abbreviated to "YCF."

(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

YOUTH FACILITIES:

3902 **DeWitt Nelson YCF**
Stockton, San Joaquin County
 3908 **O.H. Close YCF**
Stockton, San Joaquin County
 3917 **N.A. Chaderjian YCF**
Stockton, San Joaquin County
 3907 **Northern California YCF**
Stockton, San Joaquin County
 0311 **Pine Grove Youth**
Pine Grove, Amador County
 0307 **Preston YCF**
Ione, Amador 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** 4003 **El Paso de Robles YCF**
Coalinga, Fresno County Chowchilla, Madera County Paso Robles,
 1503 **California Correctional Institution** 2004 **Valley State Prison for Women** San Luis Obispo County
Tehachapi, Kern County Chowchilla, Madera County 4005 **California Men's Colony**
 1514 **North Kern State Prison** 2701 **Correctional Training Facility** San Luis Obispo, San Luis Obispo Co.
Delano, Kern County Soledad, Monterey County
 1522 **Kern Valley State Prison** 2708 **Salinas Valley State Prison**
Delano, Kern County Soledad, Monterey County
 1513 **Wasco State Prison** 1608 **California Substance Abuse Treatment**
Reception Center, Wasco, Kern County **Facility,**
 1605 **Avenal State Prison** 1606 **CSP, Corcoran**
Avenal, Kings County Corcoran, Kings County
 1608 **California Substance Abuse Treatment**
Facility,
Corcoran, Kings County

YOUTH FACILITIES:

4003 **El Paso de Robles YCF**
Paso Robles,
San Luis Obispo County
 4005 **California Men's Colony**
San Luis Obispo, San Luis Obispo Co.

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

YOUTH FACILITIES:

3628 **Heman G. Stark YCF**
Chino, San Bernardino County
 1967 **Southern Youth Correctional**
Reception Center & Clinic
Norwalk, Los Angeles County
 5610 **Ventura YCF**
Camarillo, Ventura 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.