



# SUPERVISING REGISTERED NURSE II, CORRECTIONAL FACILITY

TI76/9318 – Exam Code: 9RC23

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 Supervising Registered Nurse II, Correctional Facility (CF) 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](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 September 1, 2007:**

**\$8,629 - \$10,488 per month** - This salary range applies **only** to incumbents appointed to the following locations: San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

**\$7,828 - \$9,516 per month** - This salary range applies to incumbents appointed to Adult Institutions, Division of Juvenile Justice, and Division of Correctional Health Care Services, **except** for the following locations: San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

Additional bonuses are offered **only** at **Adult Institutions** as indicated below:

- **\$1,500** one-time payment upon completion of one (1) qualifying pay period (applies to those appointed new to state service on or after 1/01/03).
- **\$1,500** one-time payment upon completion of six (6) consecutive qualifying pay periods (applies to those appointed new to state service on or after 1/01/03).
- **\$1,000** one-time payment upon completion of 18 consecutive qualifying pay periods (applies to those appointed new to state service on or after 1/01/03).

**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
- 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)
- 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**

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.

Possession of a current 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**

**Either I**

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

**Or II**

**Experience:** Three years of experience in the California state service performing the duties of a Registered Nurse, Correctional Facility.

**Or III**

**Experience:** Three years of registered nursing experience within the last five years, one year of which must have been in a supervisory capacity, and two years of which must have been in a general acute care hospital. (Possession of a Bachelor of Science Degree in Nursing or a Master's Degree in Nursing may be substituted for one year of general acute care hospital experience.)

Candidates who are within six months of completing the experience requirements will be admitted to the examination, but they must complete all requirements before they will be considered eligible for appointment.

**MINIMUM  
QUALIFICATIONS -  
Continued**

**Special Personal Characteristics:** Empathetic understanding of patients in 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/wards. Assignments may include sole responsibility for the supervision of inmates/wards and/or the protection of personal and real property.

**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%**

- A. Knowledge of:
1. Professional nursing principles and techniques.
  2. Disease process and treatment modalities.
  3. Appropriate administration of medications.
  4. Principles and procedures of infection control.
  5. Principles of effective verbal, written and group communications.
  6. Principles of personnel management.
  7. Laws and regulations governing nursing practice.
  8. Principles of effective supervision.
  9. A manager's/supervisor's responsibility for promoting Equal Employment Opportunity in hiring, employee development, and promotion; and for maintaining a work environment that is free of discrimination and harassment.
  10. Programs in a State correctional facility of the Department of Corrections and Rehabilitation.
- B. Ability to:
1. Plan, organize, direct, and supervise the work of a staff of nurses and other health care staff.
  2. Apply nursing principles.
  3. Assess, evaluate and document patient's symptoms and behavior.
  4. Analyze situations accurately and take effective action.
  5. Maintain effective working relationships with health care professionals and others.
  6. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
  7. Communicate effectively.

**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)**

**A Supervising Registered Nurse II, CF** is the second supervisory level in the series. Incumbents work in a correctional facility either (1) directing nursing services in a licensed inpatient care facility other than a general acute care hospital; or (2) directing nursing services as a shift supervisor in a licensed general acute care hospital; or (3) directing nursing services as an assistant to the director of nursing at a licensed general acute care hospital.

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](http://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 12<sup>th</sup> 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](http://www.cphcs.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**

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