



Psychiatric Technician Trainee

Exam Code: 2PVAC

Department(s): Developmental Services

Opening Date: 06/08/2022

Final Filing Date: Continuous

Type of Examination: Open

CLASSIFICATION DETAILS

Psychiatric Technician Trainee - \$3,024.00 - \$3,613.00 per Month

Applications are accepted on a continuous basis with cutoff's every month or may be processed on a flow basis as conditions warrant and to meet hiring needs. All completed applications and examinations submitted by each cutoff date will be processed for that administration.

Who Should Apply:

The information below will help you determine if this classification is appropriate for you. Applicants must meet the education and/or experience requirements listed below under "Minimum Qualifications" for the classification by the cutoff date. It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application and examination document.

Once you have taken this examination, you may not take it again **for six (6)** months.

How to Apply:

Applicants are required to submit an Examination/Employment Application (STD 678) found at <https://jobs.ca.gov/pdf/STD678.pdf> and the completed supplemental application (**included below**) either by mail or in person to the address listed below.

You may apply **by mail** to:
Porterville Developmental Center
HR/Recruitment and Examinations
P.O. Box 2000
Porterville, CA. 93258

Indicate the Examination Code and Classification on your Examination/Employment Application (STD 678).

You may apply **in person** at:

Porterville Developmental Center
HR/Recruitment and Examinations
26501 Ave 140
Porterville, CA. 93257

Monday through Friday. 8:00 am to 4:30 pm (excluding State holidays)

Indicate the Examination Code and Classification on your Examination/Employment Application (STD 678).

Faxed or emailed applications will not be accepted. Do not submit applications to the California Department of Human Resources or the State Personnel Board.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements listed below under "MINIMUM QUALIFICATIONS" for the classification by the final file date of the examination. It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. All application must include: "to" and "from" dates (month/day/year); time base, and civil service class titles (not working titles).

Enrollment in a Psychiatric Technician training program by the California Board of Vocational Nurse and Psychiatric Technician Examiners. (Applicants who are eligible for enrollment in an accredited program will be admitted to the examination and may be appointed in the next lower class of Psychiatric Technician Training Candidate, but they must be enrolled before they will be eligible for the appointment to this class.)

And

Education: Equivalent to completion of the 12th grade. (Enrollment as a senior in the last semester of high school will admit applicants to the examination, but they must submit evidence of completion before they can be considered eligible for appointment.

POSITION DESCRIPTION

Under close supervision, and in a training capacity, to participate in the treatment programs of a State developmental center, State hospital, or correctional facility contacting with Department of Mental Health for diagnostic and treatment services; to acquire knowledge, skills, and attitudes needed to provide a basic level of general behavioral and psychiatric nursing care for developmentally or mentally disordered offenders; and to do other related work. For more descriptive job tasks please see the job specifications on the CalCareers website at <http://www.calhr.ca.gov>.

EXAMINATION SCOPE

The examination is a **Training and Experience weighted - 100%**

The examination will consist solely of a **SUPPLEMENTAL APPLICATION**. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

In addition to evaluating the applicant's relative knowledge, skill, and ability as demonstrated by quality and breadth of education/experience, emphasis in each test component will be on measuring competitively, relative job demands, each applicants:

Knowledge of:

1. Arithmetic computations including fractions.
2. The metric system.
3. Spelling and grammar.

Ability to:

1. Communicate effectively.
2. Acquire general behavioral and psychiatric nursing knowledge, skills, and attitudes.
3. Apply basic nursing knowledge and understanding of the behavior of developmentally or mentally disable clients.

Special Personal Characteristics: An interest in and a willingness to work in developmental centers, State hospitals, or correctional facilities contracting with the Department of Mental Health for diagnostic and treatment services; willingness, as a trainee, to do routine or detailed work; emotional stability; patience; tolerance; tact; alertness; neat personal appearance; and hearing and vision required for successful job performance.

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.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established and used to fill vacancies at PDC. Candidates may apply for the exam once within a 12-month period. Names of successful competitors are merged onto the eligible list(s) in order of final scores, regardless of test date. Eligibility expires 12 months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application Form (Std. 1093) is available [online](#). [Additional information on Veteran benefits is available at the Department of Veterans Affairs.](#)

Career Credits are not granted for examination(s) administered on an Open basis or Promotional basis

TAKING THE EXAM

You are required to submit your standard state application (STD 678) and the supplemental application (included below) by following the instructions above under "How to Apply". Once it has been determined that you meet the minimum qualifications your supplemental application will be scored.

TESTING DEPARTMENT

Department of Developmental Services-Porterville Developmental Center

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Porterville Developmental Center
HR/Recruitment and Examinations
Monday through Friday, 8:00 am to 4:30 pm (excluding State holidays)
Phone: 559-782-2087

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 that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. 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, Porterville Developmental Center and through your CalCareer Account (www.CalCareers.ca.gov).

If you meet the requirements stated on this examination bulletin, you may take this competitive examination. 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 scores.

California Department of Human Resources (CalHR) 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 revision 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 judgment, 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) service-wide 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.

**PSYCHIATRIC TECHNICIAN TRAINEE (SAFETY)
EXAMINATION**

DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS)

DEPARTMENTAL OPEN EXAMINATION

PSYCHIATRIC TECHNICIAN TRAINEE (SAFETY)



The PSYCHIATRIC TECHNICIAN TRAINEE (SAFETY) examination is being administered as a Departmental OPEN. This is a Training and Experience (T&E) examination and consist solely of a Supplemental Application and accounts for 100% of the examination. Applicants successful in the examination will be placed on an eligible list, which will be used to fill vacancies at Porterville Developmental Center.

The examination is designed to elicit a range of specific information regarding each candidate's knowledge, skills and abilities to successfully perform the duties of the classification. The score a candidate receives is based upon an evaluation of the responses provided in the Supplemental Application. The examination utilizes a predetermined rating criteria and an established rating scale.

Applicants **MUST** read and follow the directions on the following pages and complete and submit the required documents for acceptance into the examination. The information you provide on the Supplemental Application may be used for any portion of the selection and/or recruitment process.

Filing Instructions

Complete and mail both the State Application (Std. 678) AND Supplemental Application to the following mailing address:

Department of Developmental Services
Porterville Developmental Center
P.O. BOX 2000
Porterville, CA. 93257
Attention: HR/Recruitment and Examinations

Department Contact Information

After reading the entire *Examination Bulletin* and *Supplemental Application*, if you have questions contact Amanda Avila at (559) 782-2087 or amanda.avila@pdc.dds.ca.gov.

Applicant Information

First and Last Name (Printed): _____

Contact Phone Number: _____ (Home) _____ (Work)

E-mail Address: _____

Signature: _____ Date: _____

I certify and understand that my original signature certifies that all statements made in this Supplemental Application is true to the best of my knowledge.

**PSYCHIATRIC TECHNICIAN TRAINEE (SAFETY)
EXAMINATION**

TYPE OF EMPLOYMENT YOU WILL ACCEPT

Please select all locations and tenures for which you are willing to accept employment. If you are successful in the examination, your name will be placed on the employment list and referred to fill vacancies according to the conditions you specify on this form.

-
- | | |
|---|--|
| <input type="checkbox"/> Permanent – Full Time | <input type="checkbox"/> Limited Term – Full Time |
| <input type="checkbox"/> Permanent – Part Time | <input type="checkbox"/> Limited Term – Part Time |
| <input type="checkbox"/> Permanent – Intermittent | <input type="checkbox"/> Limited Term – Intermittent |
-

ANYWHERE IN THE STATE – If checked, no further selection is necessary.

NOTE: If you select more than 15 counties below, you may be considered available for work anywhere in the State.

- 8004 ANYWHERE IN THE NORTHERN REGION
 8001 ANYWHERE IN THE CENTRAL REGION
 8011 ANYWHERE IN THE SOUTHERN REGION
-

Northern Region Counties:

Central Region Counties:

Southern Region Counties:

- | | | |
|---|---|---|
| <input type="checkbox"/> 0400 Butte | <input type="checkbox"/> 0100 Alameda | <input type="checkbox"/> 1300 Imperial |
| <input type="checkbox"/> 0600 Colusa | <input type="checkbox"/> 0200 Alpine | <input type="checkbox"/> 1400 Inyo |
| <input type="checkbox"/> 0800 Del Norte | <input type="checkbox"/> 0300 Amador | <input type="checkbox"/> 1500 Kern |
| <input type="checkbox"/> 1100 Glen | <input type="checkbox"/> 0500 Calaveras | <input type="checkbox"/> 1600 Kings |
| <input type="checkbox"/> 1200 Humboldt | <input type="checkbox"/> 0700 Contra Costa | <input type="checkbox"/> 1900 Los Angeles |
| <input type="checkbox"/> 1700 Lake | <input type="checkbox"/> 0900 El Dorado | <input type="checkbox"/> 2600 Mono |
| <input type="checkbox"/> 1800 Lassen | <input type="checkbox"/> 1000 Fresno | <input type="checkbox"/> 3000 Orange |
| <input type="checkbox"/> 2300 Mendocino | <input type="checkbox"/> 2000 Madera | <input type="checkbox"/> 3300 Riverside |
| <input type="checkbox"/> 2500 Modoc | <input type="checkbox"/> 2100 Marin | <input type="checkbox"/> 3600 San Bernardino |
| <input type="checkbox"/> 2900 Nevada | <input type="checkbox"/> 2200 Mariposa | <input type="checkbox"/> 3700 San Diego |
| <input type="checkbox"/> 3100 Placer | <input type="checkbox"/> 2400 Merced | <input type="checkbox"/> 4000 San Luis Obispo |
| <input type="checkbox"/> 3200 Plumas | <input type="checkbox"/> 2700 Monterey | <input type="checkbox"/> 4200 Santa Barbara |
| <input type="checkbox"/> 4500 Shasta | <input type="checkbox"/> 2800 Napa | <input type="checkbox"/> 5400 Tulare |
| <input type="checkbox"/> 4600 Sierra | <input type="checkbox"/> 3400 Sacramento | <input type="checkbox"/> 5600 Ventura |
| <input type="checkbox"/> 4700 Siskiyou | <input type="checkbox"/> 3500 San Benito | |
| <input type="checkbox"/> 5100 Sutter | <input type="checkbox"/> 3800 San Francisco | |
| <input type="checkbox"/> 5200 Tehama | <input type="checkbox"/> 3900 San Joaquin | |
| <input type="checkbox"/> 5300 Trinity | <input type="checkbox"/> 4100 San Mateo | |
| <input type="checkbox"/> 5800 Yuba | <input type="checkbox"/> 4300 Santa Clara | |
| | <input type="checkbox"/> 4400 Santa Cruz | |
| | <input type="checkbox"/> 4800 Solano | |
| | <input type="checkbox"/> 4900 Sonoma | |
| | <input type="checkbox"/> 5000 Stanislaus | |
| | <input type="checkbox"/> 5500 Tuolumne | |
| | <input type="checkbox"/> 5700 Yolo | |

Please notify us of any address at:

Porterville Developmental Center
HR/Recruitment and Examinations
26501 Ave. 140
Porterville, CA. 93257

or contact us at: (559) 782-2087.

**PSYCHIATRIC TECHNICIAN TRAINEE (SAFETY)
EXAMINATION**

INSTRUCTIONS

Please read the instructions prior to proceeding to the “Supplemental Application” examination. This Supplemental Application consists of three “SCALES”. Utilizing the THREE SCALES (A-C) below, you will rate each job-related task statement as it applies to you. You will assign one rating from each of the three scales for every task statement.

The three scales include; **two Rating Scales (Scale A & B)** and **one Reference Code (Scale C)**. If any of the scales are left blank your supplemental application will not be accepted and you will be disqualified from the exam.

SCALE A - LEVEL of Experience/Training/Education)

Instructions: In Scale A – (Rating 0-2), assign one rating for the LEVEL of Experience (Training and/or Education) you have performing a specific job-related task. You may also refer to formal education, training and/or on the job experience (paid and/or volunteer).

Scale A: (Ratings 0-2)

0 = Did not graduate High School

1 = Currently a High School Senior in Second Semester

2 = Graduated from High School

SCALE B – LENGTH of Time

Instructions: In Scale B – (Rating 0-4), assign one rating for the Length of time you have performed and/or received training in a specific job-related task on the following pages.

Scale B: (Ratings 0-4)

0 = **NO** enrollment in a Psychiatric Technician training program

1 = **Eligible** for enrollment in a Psychiatric Technician training program

2 = **In** 1st Semester enrolled in a Psychiatric Technician training program

3 = **In** 2nd Semester enrolled in a Psychiatric Technician training program

4 = **In** 3rd Semester enrolled in a Psychiatric Technician training program

**PSYCHIATRIC TECHNICIAN TRAINEE (SAFETY)
EXAMINATION**

INSTRUCTIONS (cont.)

SCALE C – Reference Code (A-D)

Instructions: In Scale C (reference code A-D), List reference verification information of persons that can verify your experience, training and/or education. A reference (code A-D) can include previous/current Employers, Trainers and/or Teachers/Instructors.

DO NOT list personal references (friends or family members).

Code A

Name of Reference: _____

Phone Number: _____ E-mail: _____

Employer Name: _____ Employment Title: _____

Code B

Name of Reference: _____

Phone Number: _____ E-mail: _____

Employer Name: _____ Employment Title: _____

Code C

Name of Reference: _____

Phone Number: _____ E-mail: _____

Employer Name: _____ Employment Title: _____

Code D

Name of Reference: _____

Phone Number: _____ E-mail: _____

Employer Name: _____ Employment Title: _____

**PSYCHIATRIC TECHNICIAN TRAINEE (SAFETY)
EXAMINATION**

SUPPLEMENTAL APPLICATION

SCALES	<u>SCALE A</u>	<u>SCALE B</u>	SCALE A - Rating	SCALE B - Rating	SCALE C - Code A-D
	0. Did not graduate High School 1. Currently a High School Senior in Second Semester 2. Graduated from High School	0. NO enrollment in a Psychiatric Technician Training program 1. Eligible for enrollment in a Psychiatric Technician Training program 2. In 1st semester enrolled in a Psychiatric Technician Training program 3. In 2nd semester enrolled in a Psychiatric Technician Training program 4. In 3rd semester enrolled in a Psychiatric Technician Training program			
<u>SCALE C</u> Assign one code (A-D)					
TASK STATEMENTS					
1.	Perform basic nursing care such as taking and recording vital signs, measuring and recording intake and output, and recording height and weight utilizing vital sign machines and scales.				
2.	Assist licensed staff in motivating clients to develop skills and self-reliance in activities of daily living (e.g., eating, toileting, dressing, bed making, and maintaining a clean-living area).				
3.	Assist licensed staff in teaching clients to develop skills and self-reliance in activities of daily living (e.g., eating, toileting, dressing, bed making, and maintaining a clean-living area).				
4.	Attend unit and staff meetings to develop an understanding of treatment being given.				
5.	Attend unit and staff meetings to develop an understanding of the reasons for treatment being given.				
6.	Provide tools (e.g., shavers, shower supplies) to assist clients with daily living activities (e.g., toileting, hygiene, grooming).				
7.	Provide hygiene materials to assist clients with daily living activities (e.g., toileting, hygiene, grooming).				
8.	Assist staff in provision of occupational activities for clients utilizing various techniques (e.g., passing a ball, playing music).				

**PSYCHIATRIC TECHNICIAN TRAINEE (SAFETY)
EXAMINATION**

SCALES	<u>SCALE A</u>	<u>SCALE B</u>	SCALE A - Rating	SCALE B- Rating	SCALE C - Code A-D
	0. Did not graduate High School 1. Currently a High School Senior in Second Semester 2. Graduated from High School	0. NO enrollment in a Psychiatric Technician Training program 1. Eligible for enrollment in a Psychiatric Technician Training program 2. In 1st semester enrolled in a Psychiatric Technician Training program 3. In 2nd semester enrolled in a Psychiatric Technician Training program 4. In 3rd semester enrolled in a Psychiatric Technician Training program <u>SCALE C</u> Assign one code (A-D)			
TASK STATEMENTS					
9.	Assist staff in provision of leisure activities for clients utilizing various techniques (e.g., passing a ball, playing music).				
10.	Assist staff in provision of recreational activities for clients utilizing various techniques (e.g., passing a ball, playing music).				
11.	Assist staff in provision of educational activities for clients utilizing various techniques (e.g., passing a ball, playing music).				
12.	Provide licensed staff or supervisor written documentation of any patient condition changes for review, accuracy, and approval prior to submitting notes into the patient's record.				
13.	Encourage clients to participate in social activities that enhance interpersonal skills or develop social relationships.				
14.	Encourage clients to participate in recreational activities that enhance interpersonal skills or develop social relationships.				
15.	Maintain clients' restrictions to assigned areas by escorting clients with the supervision of licensed staff to and from medical appointments, group sessions, meals, and visits.				
16.	Monitor clients' diet restrictions by observing during meals and snacks.				
17.	Assist staff with inspection of clients' mail to collect and document hazardous contraband (e.g., drugs, sharp objects, weapons).				
18.	Assist staff with inspection of clients' living areas to collect and document hazardous contraband (e.g., drugs, sharp objects, weapons).				

**PSYCHIATRIC TECHNICIAN TRAINEE (SAFETY)
EXAMINATION**

SCALES	<u>SCALE A</u>	<u>SCALE B</u>	SCALE A - Rating	SCALE B- Rating	SCALE C - Code A-D
	0. Did not graduate High School 1. Currently a High School Senior in Second Semester 2. Graduated from High School	0. NO enrollment in a Psychiatric Technician Training program 1. Eligible for enrollment in a Psychiatric Technician Training program 2. In 1st semester enrolled in a Psychiatric Technician Training program 3. In 2nd semester enrolled in a Psychiatric Technician Training program 4. In 3rd semester enrolled in a Psychiatric Technician Training program <u>SCALE C</u> Assign one code (A-D)			
TASK STATEMENTS					
19.	Respond to crisis and self-harm attempts by sounding alarm to notify security and/or treatment team so that the patient can be placed under direct observation.				
20.	Assist staff with inspecting the facility to identify security breaches that could lead to forensic client escape.				
21.	Observe forensic client behavior that may injure people, damage property, or signal an impending escape attempt.				
22.	Intervene in forensic client behavior that may injure people, damage property, or signal an impending escape attempt.				
23.	Escort forensic clients to other areas of the facility.				

This is the end of the Supplemental Application and concludes the examination, please refer to page 1 for mailing instructions