



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

NURSE CONSULTANT III (Supervisor)

Schematic Code: TJ21 Classification Code: 8179 Exam Code: 3H1AD

Examination Type: Open Continuous

FINAL FILING DATES

Applications must be submitted by the filing date indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will not be considered.

The filing date is:

September 17, 2019

December 17, 2019

March 17, 2020

SALARY

\$6767 - \$9038 per month

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

WHO CAN APPLY

Persons who meet the minimum qualifications as stated on this announcement may take this competitive examination.

MINIMUM QUALIFICATIONS

All classes in this series require possession of an active valid 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

All classes in this series require a baccalaureate or higher degree in nursing from a school of nursing accredited by the National League for Nursing (NLN) or its equivalent for foreign graduates. (For applicants who received a baccalaureate degree in a health-related field prior to 1990, the California State Public Health Nurse Certificate may be substituted for the baccalaureate in nursing (BSN), thereafter the baccalaureate or higher degree must be in nursing from a school of nursing accredited by the NLN or its equivalent for foreign graduates.)

The National League for Nursing (NLN) has changed. Effective May 6, 2013, the [Accreditation Commission for Education in Nursing \(ACEN\)](#) conducts accreditation activities of nursing education programs and schools in the United States and its territories.

AND

All classes in this series require possession of a master's degree in a health-related field such as: nursing, public health, health care services, health care administration, or hospital administration. All degrees must be from an institution approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.

*The Council for Private Postsecondary and Vocational Education has changed. It is now the [Bureau for Private Postsecondary Education](#).

Either I

Two years of experience performing the duties of a Nurse Consultant II in the California state service.

Or II

Broad and extensive (at least five years) professional registered nursing experience, at least four years of which shall have been in an administrative, consultative, teaching, or supervisory capacity. (One year of health-related postmaster's graduate work may be substituted for one year of general nursing experience.)

NOTE: If qualifying under Pattern II, applications/resumes must include a detailed description of duties serving in position(s) in an administrative, consultative, teaching, or supervisory capacity in your professional registered nursing experience. Any additional attached pages must be signed and dated by applicant certifying statements made are true and complete.

Applications/resumes received without this information could be rejected.

NOTE: Applicants who already possess the license must show the license numbers, titles, and expiration dates on the application.

GENERAL QUALIFICATIONS

All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health consistent with the ability to perform the assigned duties of the class.

POSITION DESCRIPTION

TYPICAL TASKS

This is the working supervisor level. Under general direction, incumbents supervise a small to moderate group of Nurse Consultants and/or other health professional/technical staff, and personally perform the most difficult, complex, or sensitive consultation and policy and program development work. Positions in this class are supervisory, having authority in the interest of management to: hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees; or responsibility to direct them, adjust their grievances, or effectively to recommend such action.

HOW TO APPLY

To apply for this examination, please complete and return the following:

STANDARD STATE APPLICATION (FORM 678)

COPY OF UNOFFICIAL/OFFICIAL COLLEGE TRANSCRIPTS

Applications and any additional documents must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Submit ([California State Application STD 678](#)) and any additional documents to:

By Mail:

DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
P.O. Box 997378 MS 1700 – 1702
Sacramento, CA 95899-7378

Drop Off:

DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
1615 Capitol Avenue
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS

TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
THROUGH EMAIL, FAX, OR INTER-AGENCY MAIL

CONTACT INFORMATION

All questions regarding this examination (including the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc.), may be directed to the contact information below:

PHONE NUMBER: 916-650-0436

EXAMINATION INFORMATION

This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

The California Department of Public Health 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 law and rules and all competitors will be notified.

REQUIREMENTS FOR ADMITTANCE TO 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. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications **must** include “to” and “from” dates (month/day/year), time base, job titles and/or civil service class title(s), and range (if applicable) for all work experience. College course Information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree. **Applications received without this information will be rejected. Applicants must submit a copy of either official or unofficial transcripts along with the application when using education to meet the entrance requirements for this examination.**

SCOPE OF EXAMINATION: Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:

1. Federal and State health care laws, regulations, and policies.
2. Complex theory and practice relating to infection control in medical facilities.
3. Epidemiology and microbiology.
4. Infection prevention and control practices.
5. Nationally recognized guidelines of the practice for infection prevention control.
6. Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
7. Arithmetic, algebra, statistics, and their applications.
8. Development of statewide guidelines and standards for statewide programs.
9. Public health.
10. Professional nursing theory, standards, and practice.
11. Socioeconomic Determinants of Health.
12. The Life Course Approach.

Skills to:

1. Conduct investigations in health care facilities.
2. Evaluate the effectiveness of a program.
3. Communicate effectively verbally and in writing.
4. Speak in public to large groups.
5. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Identify complex problems and the ability to review related information to develop and evaluate options and implement solutions.
7. Communicate using collaboration, credibility, compassion, and coordination.
8. Listen effectively, use participant centered education, and engage in motivational interviewing.
9. Review and provide technical assistance to local health jurisdictions scope of work objectives.
10. Provide technical assistance and consultation regarding program related issues including needs assessment, program planning, process and outcome measures, program monitoring, and evaluation.
11. Provide case management.

Ability to:

1. Work independently as a consultant to other investigative surveyors.
2. Plan, coordinate, conduct, and surveys in health care facilities in California.
3. Report issues or concerns impacting the health care facilities in California.
4. Review, evaluates, analyze, and summarize medical records and medically related reports.
5. Professionally conduct interviews with patients, witnesses, and physicians.
6. Analyze California's health care laws, regulations, and policies.
7. Provide technical assistance to local health jurisdictions scope of work objectives.
8. Conduct thorough on-site investigations of California health care facilities throughout California.
9. Interact professionally with on-site facilities personnel to facilitate unannounced investigation.
10. Write reports of deficiencies with supporting documentation in approved formats.
11. Build consensus with partners and stakeholders.
12. Confidently speak in public in front of large groups.
13. Be diplomatic and keep calm in stressful situations.
14. Make judgments based on scientific knowledge.
15. Evaluate the effectiveness of a program.
16. Prepare of effective presentations for education.
17. Communicate information and ideas in writing so others will understand.
18. Conduct research independently and with a team.
19. Work collaboratively with individuals and with a team.

ELIGIBLE LIST INFORMATION

Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into a departmental open list established for use by the California Department of Public Health in order of final scores regardless of testing date. Eligibility expires **24** months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the minimum qualifications will be placed on the eligible list.

VETERAN'S PREFERENCE

Pursuant to Government Code Section 18973.1, Veteran's Preference will be awarded in this examination, 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The [California State Jobs' website](http://www.jobs.ca.gov) (www.jobs.ca.gov) has information on how to apply for Veterans' Preference on their website and on the [Application for Veterans' Preference form \(CalHR 1093\)](https://jobs.ca.gov/PDF/SPB1093.pdf) (<https://jobs.ca.gov/PDF/SPB1093.pdf>). Additional information is also available at the [Department of Veterans Affairs website](http://www.cdva.ca.gov) (<http://www.cdva.ca.gov>).

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379

CONDITIONS OF EMPLOYMENT (631)

Examination Title: NURSE CONSULTANT III (Supervisor)

Name: _____ (Print: first, middle initial, last)

Final Filing Dates:

September 17, 2019

December 17, 2019

March 17, 2020

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please check your choices - you will not be offered a job in locations not checked.

Sacramento County (3400) _____

Contra Costa County (0700) _____

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

- ☐ Full Time
- ☐ Part Time (regular hours less than 40)
- ☐ Intermittent (on call)
- ☐ Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

- ☐ Full Time
- ☐ Part Time (regular hours less than 40)
- ☐ Intermittent (on call)
- ☐ Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your name, examination title, and identification number.

Signature: _____

Date: _____