



## **Health Facilities Evaluator Nurse**

**Exam Code: 6PB64**

**Department:** Department of Public Health

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Health Facilities Evaluator Nurse** – \$6,476.00 - \$8,504.00 per month.

View the [classification specification](#) for the Health Facilities Evaluator Nurse classification.

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

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

#### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

#### **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 as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **Health Facilities Evaluator Nurse**

Possession of a master's degree in a recognized health field, i.e., microbiology, laboratory technology, nursing, physical therapy, psychology, medical social work, or other health related field from a recognized school may be substituted for one year of the required general experience.

Possession of the legal requirements to practice as a professional registered nurse in California **and**

One year of professional nursing experience which includes a minimum of six months of administrative responsibility requiring definition and implementation of operational program policy for maintenance of nursing care standards. (Equivalent to college graduation with a Bachelor of Science degree in Nursing may be substituted for the required administrative experience.) Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to that of Registered Nurse 3.

## POSITION DESCRIPTION

### **Health Facilities Evaluator Nurse**

This is the journey person level of the series. Incumbents conduct inspections, investigations, surveys, and evaluations of health facilities for conformity with licensing and certification requirements of the Department of Public Health and for compliance with State and Federal laws, rules, and regulations relating to medical care. Advise health facilities administrators and community agencies regarding State health facilities inspection, licensing, and certification programs. Primary responsibility is for enforcement of State and Federal laws, rules, and regulations pertaining to areas affecting total patient care such as nursing, physicians, restorative, pharmacy, social, dental and related services. Incumbents may act as team leaders and may assist in the training of new staff.

## EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score. The examination will consist solely of a **Training and Experience Evaluation**. To

obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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

**Knowledge of:**

1. Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
2. Principles of group dynamics including the roles and responsibilities of group leadership to achieve program goals.
3. State licensing, relicensing, and federal certification requirements administered by the department.
4. Staffing and service requirements based on the type of facility and the needs of the persons served.
5. Departmental policies and procedures to carry out program objectives.
6. Other local, state and federal agencies involved in the pre-licensing phase of the facility development.
7. Investigative methods and techniques by using logic, reassuring, and critical thinking.
8. Types and usage of modern health facility buildings, furnishings, and equipment.
9. A broad understanding of the health delivery system to meet the needs of our programs and customers.
10. The survey process (e.g., the differences between the survey verses the complaint processes and licensing and certification).
11. Acceptable patient care standards and scope of practice for a variety of medical and health professionals from various disciplines and services affecting care.
12. Medical terminology, including its components, process and procedures, systems and administrative procedures.
13. Principles, methods and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions.
14. Computer hardware and software applications used to store and retrieve data generate reports.
15. State and federal regulations that set standards for nursing care.

**Skill to:**

1. Understand the implications of new information for both current and future problems solving and decision-making.

2. Give full attention (active listening) to what others are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3. Use logic and reasoning to identify the strengths and weaknesses alternative solutions, conclusions or approaches to problems.
4. Use mathematics to solve problems, review financial records, and analyze data.
5. Monitor/assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.
6. Review memos, correspondence and program documents to ensure they are free of grammatical errors
7. Apply time management to accomplish work within established deadlines.
8. Communicate effectively in writing as appropriate for the needs of the audience or purpose of the communication.

**Ability to:**

1. Open to change (positive or negative) and to a considerable amount of variety in the workplace.
2. Be careful about detail and thorough in completing work in a detailed manner.
3. Generate or use different sets of rules for combining or grouping things in a different way.
4. Provide information to supervisors, co-workers, staff and the public by telephone, in written form, email, or in person.
5. Apply general rules to specific problems to produce answers that make sense.
6. Be reliable, responsible, dependable, and to fulfil obligations.
7. Enter, transcribe, record, store, or maintain information written or electronic form.
8. Observe, receive, obtain, and analyze information from all relevant sources.
9. Recognize differences or similarities, and detect changes in circumstances or events.
10. Develop one's own way of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
11. Combine pieces of information to form general rules or conclusions (including finding a relationship amount seemingly unrelated events)
12. Arrange things or actions in a certain order or prioritize work situations according to a specific rule or set of rules.
13. Maintain cooperative working relationships, with supervisor, facility staff and program staff in order to contribute to and enhance the efficiency, productivity, and effectiveness of the department.
14. Analyze information and evaluate results to choose the best solution in solving problems.

15. Analyze data and field situations, and clearly present ideas and information both orally and in writing.
16. Develop specific goals and plans to prioritize, organize, and accomplish your work in a timely manner.
17. Identify the underlying principles, reasons, or facts of information by breaking data into separate parts.
18. Lead a group of individuals in order to effectively achieve a common goal.
19. Review, analyze and interpret policy and procedures as they apply to a facility's ability to provide nursing services.
20. Accept constructive critiques of written documents to clarify potential findings.
21. Plan and exercise conscious control of time spent on specific issues before seeking assistance.
22. Maintain focus while conducting multiple investigative tasks and functions that might be interrupted prior to completion of a comprehensive report.

### **Special Personal Characteristic**

Willingness to travel throughout the State.

## **ELIGIBLE LIST INFORMATION**

A departmental, open eligible list for the **Health Facilities Evaluator Nurse** classification will be established by the California Department of Human Resources for use by:

### **Department of Public Health**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (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, or 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 eligible list.

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

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

Take the online [Training and Experience Evaluation](#) for the **Health Facilities Evaluator Nurse** classification.

## TESTING DEPARTMENTS

Department of Public Health

## CONTACT INFORMATION

Questions regarding this examination should be directed to:

### California Department of Public Health

#### Selection and Certification

1615 Capitol Ave., Suite 73-430

Sacramento, CA 95814

(916) 552-9212

California Relay Service: (800) 735-2929 (TTY), (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 to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State 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.

## **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, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. 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 score.

The 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 judgement, 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) servicewide 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.

**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 Education 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 competitor 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.