



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
NURSE CONSULTANT II
DEPARTMENTAL OPEN CONTINUOUS EXAMINATION**



TJ30 / 8195 8H1BA
Bulletin Release Date: March 14, 2014
This bulletin supersedes
the bulletin released December 16, 2013

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. 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.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: All applicants must complete and return the entire Training and Experience examination packet on page two and Standard State Application (Std. 678). Applications 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). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>. Submit Standard State Application to:

Mailing Address:
California Department of Public Health
Selection & Certification Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378

File in Person Address:
California Department of Public Health
Selection & Certification Unit
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Telephone: (916) 552-9369

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

FINAL FILING DATE: There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing periods for this classification are January 1 through June 30 and July 1 through December 31.

SALARY RANGES: \$5,455 – \$7,201 per month.

POSITION DESCRIPTION: The Nurse Consultant II, under general direction, provides complex nursing and program consultation and technical assistance to public and private agencies on the provision of health services; plans, develops, administers, organizes, monitors, and evaluates programs and studies on the delivery of health services; may also serve in a lead capacity to Nurse Consultants and other health-related multidisciplinary staff; develops and evaluates program standards, policies, and procedures; and does other related work.

Positions may exist with the Department of Health Services in Sacramento, the Bay Area, and Los Angeles.

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/resumes **must** include "to" and "from" dates (month/day/year), time base, 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 (if applicable).

Applications/resumes received without this information will be rejected. All applicants must submit a copy of official transcripts along with the application for this examination.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

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

A baccalaureate or higher degree in nursing from a school of nursing approved by the National League for Nursing (NLN) or its equivalent for foreign graduates. Applicants who received a baccalaureate degree in a health-related field prior to 1990 and possess a California State Public Health Nurse Certificate may substitute 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.

AND

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 accredited institution approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code, Chapter 3, Part 59, and Division 10.

AND

Either I

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

Or II

Four years of professional registered nursing experience at least two years of which shall have been in an administrative, consultative, teaching, or supervisory capacity. (One additional year of graduate work in group dynamics, interpersonal relations, or other courses relating to the consultative process in nursing, may be substituted for one year of the required 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.

DESIRABLE QUALIFICATIONS: Professional-nursing experience in a local health department or other community health agency.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates 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.

EXAMINATION INFORMATION: The examination will consist of a [Training and Experience Questionnaire](#) that is weighted 100%. The Training and Experience Questionnaire has been designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above what is minimally required.

All applicants must complete and return the entire Training and Experience examination packet and Standard State Application (Std. 678) to:

In Person: Department of Public Health
Selection and Certification Unit
1501 Capitol Avenue
By Mail: MS 1702
P.O. Box 99378
Sacramento, CA 95899-7378

The 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.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum of 70% must be attained. Names of successful competitors are merged into the open list established for use by the Department of Health Services in order of final scores regardless of testing date. Eligibility expires 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS' PREFERENCE: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 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 Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at 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