



**OPEN EXAMINATION
PUBLIC HEALTH NURSE I
CONTINUOUS TESTING**

This bulletin replaces and supercedes the bulletin released November 4, 2004
TK20 / 8213 8H1AN



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: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available through the <http://www.spb.ca.gov/jobs/stateapp.htm> and at the department noted on this announcement. Applications may be filed in person or by mail with:

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 445-0983
SELECTION UNIT**
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1701
P.O. BOX 997378
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS-FILING INFORMATION: If you meet the entrance requirements for this class and/or for Public Health Nurse II you may file for multiple examinations on a single application. Indicate the class title(s) for which you are applying on the application Form STD. 678.

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 INFORMATION: A candidate may be tested only once during the testing period. The testing period for this examination is January 1 through December 31.

SALARY RANGES:

Range A - \$4916 - \$6269
Range B - \$5361 - \$6847
Range T - \$6632 - \$8062

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: A Public Health Nurse I, under supervision, as an entry-level professional worker, performs public health nursing services including promotion of maternal and child health, the rehabilitation of children with disabilities, safeguarding the health of school children, assisting with the work in immunization; assists with the prevention and control of communicable diseases including tuberculosis, sexually transmitted diseases, and acute communicable diseases, assists with epidemiological investigations and in teaching patients or family members safe care of infected individuals and prevention of spread of infection; performs public health nursing services in occupational health and chronic disease programs; participates in conferences and institutes on community public health problems; correlates the community public health nursing work with the work of other social and health agencies; addresses interested groups on public health subjects; and keeps records and prepares reports.

Positions exist with the Department of Public Health in multiple locations.

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.

NOTE: Applicants must show their license/certificate number, title, and expiration date on the application.

MINIMUM QUALIFICATIONS: Possession of a valid license as a registered nurse and a certificate as a public health nurse in the State of California. (Applicants who do not meet these requirements will be admitted to the examination, but they must secure the required license and certificate before they will be considered eligible for appointment.) **And**

Education:

Completion of a university or collegiate program of study approved for public health nursing. (Applicants who have not completed the required program of study will be admitted to the examination, but they must have completed this requirement before they will be considered eligible for appointment.)

SPECIAL PERSONAL CHARACTERISTICS: Tact, discretion, willingness to live and work in a rural area, and willingness to travel.

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 qualification appraisal interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process. If a candidate's notice of interview fails to reach him/her before the scheduled interview date due to a verified postal error, he/she will be rescheduled upon written request.

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.

INTERVIEW SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

KNOWLEDGE OF:

- K1. Principles of nursing as applied in public health practice, including preventive medicine and mental health.
- K2. Causes and means of transmission and the methods of prevention of communicable disease.
- K3. Control of communicable diseases, including tuberculosis and sexually transmitted disease.
- K4. Principles involved in promoting maternal and child health.
- K5. Principles and purposes of public health programs.

SKILL TO:

- S1. Utilize computer software (i.e. Outlook, Word and Excel) to; prepare activity reports, research, and communicate with various individuals and groups, public and private, social and health agencies.
- S2. Effectively express facts and ideas in individual and group situations
- S3. Listen to others to facilitate an open exchange of ideas and provide for effective two-way communication.
- S4. Prepare clear, concise, and accurate reports, correspondence, and other job-related documents for a variety of audiences.

ABILITIES TO:

- A1. Work effectively with individuals, groups and families to assist them in satisfactory solutions of health problems.
- A2. Establish and maintain cooperative relations with public and private social and health agencies.
- A3. Assess and analyze situations accurately.
- A4. Plan and implement action and evaluate outcome as the results of the intervention.

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 the open list established for use by the 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.

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: Veterans preference credits will be granted in this examination since it does qualify as an entrance examination. [California law](#) limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department shown on this announcement.

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

