



OPEN EXAMINATION
PUBLIC HEALTH NURSE II
CONTINUOUS TESTING

This bulletin replaces and supercedes the bulletin released November 4, 2004
TK10 / 8210 8H1AO



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 I, 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 classification is January 1 through December 31.

SALARY RANGES: \$5351 - \$7472 per month. In addition, receives a monthly differential of \$200.

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 II, under general direction, provides public health nursing services to the families and various community agencies of a contracting local jurisdiction or for a state agency; performs public health nursing activities in connection with the promotion of maternal and child health and the rehabilitation of persons with disabilities; plans and organizes diagnostic clinics for children with disabilities, carries on the work of safeguarding the health of school children, and works with physicians and community groups to establish and carry on prenatal clinics and child health conference; assists with prevention and control of diseases by carrying out epidemiological investigations, and by giving instruction for the care of patients and application of procedures designed to prevent the spread of communicable diseases; performs public health nursing services in occupational and chronic disease programs; carries on health education and interprets public health to the community; confers with public health administrators and others and participates in conferences and institutes on community health problems; correlates community public health nursing activities 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 the 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: 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 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**

Either I

One year of experience performing the duties of a Public Health Nurse I in the California state service.

OR II

Experience: Two years of experience as a public health nurse in a generalized public health nursing program; **And**

Education: Completion of a university or collegiate program of study approved for public health nursing.

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:

1. Principles and practices of nursing as applied to public health practice, including preventive medicine and mental health.
2. Nursing in the community setting, including provisions for continuity of patient care, health care needs of children and families, and methods of health teaching including the promotion of health and the prevention of illness.
3. Cause, means of transmission, and methods of control of communicable diseases, including tuberculosis and sexually transmitted disease.
4. Physical and mental child growth and development.
5. Principles involved in promoting maternal and child health.
6. Strategies to assist individuals and families to access health and social services.
7. Principles and purposes of public health programs.
8. Environmental and socioeconomic challenges encountered in the implementation of a rural health program.
9. Current literature and trends in the field of public health nursing.
10. The work of other social and health agencies
11. The functions of other professions as related to public health nursing.
12. Effective approaches to managing the challenges encountered while interacting with families affected by sensitive health care issues, including the care of disabled children and/or adults or cases of communicable or chronic disease.
13. Principles of mental health as they impact the communication of public health information and movement toward behavior change.
14. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, succinct, and free of mechanical errors.

SKILL TO:

1. 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.
2. Communicate verbally, in person or by telephone, clearly and concisely with a variety of audiences on a variety of matters, adjusting the level and tone of the message appropriately for the particular audience.
3. Give clear, accurate instructions and directions to a variety of audiences.
4. Communicate effectively in stressful situations.
5. Skill to express facts and ideas in written form in a succinct and organized manner.

ABILITY TO:

1. Exercise independent judgement and plan, organize, and carry out community public health nursing activities in a local health jurisdiction.
2. Set and modify priorities effectively according to changes in workload.
3. Work effectively with individuals or families to assist them in satisfactory solution of health problems.
4. Provide leadership among community resources and stakeholders in community health programs.
5. Secure the cooperation of individuals and agencies.
6. Work effectively with individuals and agencies.
7. Assess and analyze situations accurately.
8. Plan and implement effective action and evaluate outcome.

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 not be granted in this examination since it does not qualify as an entrance examination.

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