



OPEN EXAMINATION
NURSE CONSULTANT II
CONTINUOUS TESTING

TJ30 / 8195 0HABB

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. 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 at: <https://jobs.ca.gov/Public/StateForms.aspx>, and may be filed in person or by mail with:

DEPARTMENT OF HEALTH CARE SERVICES (916) 327-7284
Selection & Certification Unit
In Person: 1501 Capitol Avenue
By Mail: MS 1300
P.O. Box 997411
Sacramento, CA 95899-7411

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)

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.

FILING DEADLINE: Testing is considered continuous as dates can be set at any time. However, pre-established filing dates are scheduled every three months.

Application must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the filing date, will be held for the next administration of the exam. The filing dates are:

March 31, 2016 June 30, 2016 September 30, 2016 December 31, 2016

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: \$5703 - \$7529 per month.

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: 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 exist with the Department of Health Care 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.**

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.)

NOTES: Applicants must include copies of their degrees when submitting their application. Additionally, 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 Supplemental Application weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be e-mailed a link to the Supplemental Application which is designed to elicit specific information regarding each candidate's education and experience relevant to the testing criteria. Responses to the Supplemental Application will be competitively assessed based on pre-determined rating criteria.

The participating departments reserve 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.

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. US Code of Federal Regulations Title 42, Social Security Act 1915c, and California Code of Regulations title.
2. The skilled nursing needs of the aged, chronically ill and disabled communities.
3. The principles, techniques, methods and procedures of current nursing practice in the areas of case management, quality assurance and utilization review.
4. DHCS programs, including scope of benefits, eligibility, provider enrollment, and reimbursement for services, both fee-for-service and managed care models.
5. The legislative process.
6. The administration and organization and trends in health care delivery systems.
7. Statistics/epidemiology to be able to interpret, calculate, and monitor data and relate them to issues and/or problems.
8. State and Federal legislation related to health services
9. The roles, responsibilities, and interrelationships of the various health disciplines and health agencies.
10. Research methodology and processes, including use of the internet, and relationship to current medical and nursing practice.
11. Quality assurance (QA) methodology and principles
12. Principles of problem solving, including correct identification of the problem, development of alternative solutions, gathering input from others, and methods of testing and evaluation.
13. Principles of current health care, including advances in medical and nursing care and research, as well as the current state of health care in the State and nation.
14. Principles and methods of program assessment, planning, development, implementation and evaluation.

15. Principles and methods of consultation.
16. Job roles and responsibilities in order to utilize all staff available to maintain a timely response to workload.
17. Internal State operating systems and processes, including organization and operation of State government.
18. Knowledge of health care providers in today's health care arena (scopes of practice, interactions between disciplines, quality of care, allied vs. professional health care providers).
19. Group processes, including directing the work of others, problem solving and gathering input from group members.
20. The functions of social and health agencies.
21. Epidemiology and methods of health promotion and disease prevention concepts and methods of control of communicable diseases.
22. Drugs and their side effects.
23. Current trends in the fields of nursing education and health care services.
24. Cultural and sociological patterns as they affect health programs.
25. Contract management.
26. The federal rules, regulations, etc. to be able to interpret and recommend whether a process is being correctly followed or another alternative is necessary.
27. Medical needs or children with special health care needs, acute and chronic.

Ability to:

1. Apply critical thinking skills in diverse situations.
2. Work independently and autonomously without supervision and/or with little direction.
3. Use the various reporting tools and reports that evaluate Medi-Cal/encounter data and to be able to utilize the most efficient for response to specific problems.
4. Use a computer and various software programs, such as Microsoft Office.
5. Speak in public to diverse audiences.
6. Speak calmly and respectfully to individuals who are upset or hostile.
7. Review documents and assess for accuracy and clarity of content.
8. Respond appropriately to different levels of management.
9. Research information and/or data.
10. Represent the Department at high-level and fast-paced meetings.
11. Recognize the difference between negligence and poor-quality care.
12. Provide information to staff and managers on the activities and goals of the unit.
13. Provide clear and concise information to Branch and Division chief on complex and/or media-sensitive issues.
14. Prioritize activities on a day-to-day, month-to-month, and annual basis.
15. Prepare documents in a formal, department-acceptable format for either reporting or information uses.
16. Manage individual and group situations when work-related or non-work-related issues arise that threaten the accomplishment of the stated goal(s).
17. Maintain diplomacy in order to preserve relationships.
18. Interpret research material as to the validity of the information.
19. Interpret complex clinical nursing information and convey this information in lay person's terminology to those individuals who do not have a medical background.
20. Facilitate meetings.
21. Establish and maintain the confidence and cooperation of those personnel within the department and in other social and health agencies.
22. Establish and maintain cooperative relations with local program administrative staff.
23. Establish and maintain collaborative with statewide programs.
24. Elicit the perspective of a broad array of stakeholders -- children, families, advocates, providers, program administrators, DHCS program staff.
25. Efficiently learn new material and skills, including that associated with new technology and new processes.
26. Effectively provide consultation and technical assistance.
27. Effectively and efficiently articulate one's position, knowledge, abilities, and opinions.
28. Effectively and efficiently apply the principles and methods listed above and to manage one's time in order to accomplish all work assigned.
29. Direct, facilitate, and participate in group activities at all levels of the organization.
30. Determine and utilize the appropriate QA methodology and tools.
31. Deal sensitively but within the scope of the regulations with Medi-Cal beneficiaries.
32. Comprehend and analyze complex reports.
33. Complete assignments in a timely and efficient manner.
34. Communicate with varying levels of staff.
35. Communicate effectively both written and verbally.
36. Be proactive and flexible when dealing with others.
37. Be flexible in approach to the solution of problems.
38. Assist administrators to plan with others in meeting community health needs.
39. Appropriately and effectively manage and complete an assigned project that may require significant multi-tasking and may span a time period of years.
40. Apply principles of administration of nursing and health care services in various administrative patterns.
41. Analyze situations accurately and take effective action.
42. Analyze a bill to determine its impact on the department.

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 Care 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: Effective January 1, 2014, veterans' preference will be awarded 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.

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