



ANNOUNCEMENT FOR OPEN TESTING  
**NURSE EVALUATOR II, HEALTH SERVICES**  
CONTINUOUS TESTING

TN90 / 8144 2HACC

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, Suite 71.1501  
By Mail: MS 1300  
P.O. Box 997411  
Sacramento, CA 95899-7411

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

**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:

January 31, 2016      April 30, 2016      July 31, 2016      October 31, 2016

**TESTING PERIOD:** A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

**SALARY RANGES:** \$5,140 - \$6,751 per month.

**POSITION DESCRIPTION:** The Nurse Evaluator II, Health Services, is responsible for determining the quality of care being received by program beneficiaries in health facilities and identifying levels of care to meet each beneficiary's health care needs; for monitoring medical services of providers; for evaluating prior authorization requests for a variety of medical services; for training other staff in regulations and implementation of the Medi-Cal or other health care programs; for taking independent action within professional protocols and legal limits of the other agencies; for providing technical assistance in the investigation of cases where fraud and abuse is suspected; and does other related work.

Positions exist with the Department of Health Care Services in Sacramento, San Francisco, San Jose, Fresno, Los Angeles, Santa Ana, San Bernardino and San Diego.

**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 a valid license to practice as a professional registered nurse in California. **And**

**Either I**

One year of experience performing duties of a Nurse Evaluator I, Health Services.

**Or II**

Three years of professional nursing experience in an institution licensed for inpatient care. (Possession of a Master's Degree in Nursing may be substituted for one year of the required experience).

**DESIRABLE CHARACTERISTICS:** Must possess aptitude for and willingness to work as team member; emotional stability; sensitivity to patient's needs; patience; tact; alertness; and keenness of observation.

**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 entire examination will consist of an evaluation of training and experience weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be emailed a Training and Experience questionnaire. **Be sure to include your current email address on your application.** The questionnaire is 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 that required under "Minimum Qualifications."

The Department of Health Care Services 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.

**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. Professional nursing principles and techniques.
2. Medical terminology, hospital routine and equipment.
3. Medicines and narcotics.

**Ability to:**

1. Observe and record symptoms and patient behavior.
2. Document records and prepare reports.
3. Review, assess and make independent recommendations on the appropriate level of care.
4. Follow regulations and outlined procedures.
5. Communicate effectively.
6. Maintain good public relations with patients, providers of service, and other agencies.
7. Work cooperatively with other team members.

**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 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 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:** 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

