



ANNOUNCEMENT FOR OPEN EXAMINATION  
**NURSE EVALUATOR III, HEALTH SERVICES**  
CONTINUOUS TESTING

TN90 / 8145 2HADD

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 and 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)**

**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:

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:** \$5,121 - \$6,839 per month.

**POSITION DESCRIPTION:** The Nurse Evaluator III, Health Services, under direction, is responsible for overall scheduling and management of onsite reviews in an assigned area. The incumbent is responsible for training and direct supervision of professional staff production. The incumbent plans, evaluates, and provides continuity of criteria used for recommendations of levels of care by staff; works with the Interdisciplinary Team in evaluation and implementation of procedures in accordance with regulations; works with other disciplines, departments and follow-up of reports and recommendations of the Medical Review personnel and onsite nurses and case managers; supervises, evaluates, and reports statistics on staff production; teaches, plans, directs, coordinates, and evaluates personnel.

Positions exist in Sacramento, San Francisco, Fresno, Alameda, Los Angeles, 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.

**Either I**

One year of experience performing the duties of a Nurse Evaluator II, Health Services

**Or II**

Four years of professional nursing experience in an institution licensed for inpatient care, one year of which must have been at the supervising level. (Possession of a Master's Degree may be substituted for one year 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 examination plan is a Qualification Appraisal Panel that consists of a pre-interview exercise and an interview, weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the exam will be disqualified and eliminated from the examination process.

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. Medicines and narcotics, and their uses.
2. Providers' rights and responsibilities under the Medi-Cal program protocols and guidelines.
3. The structure and content of the English language including the meaning of words, spelling, rules of composition, and grammar.
4. The triage process.
5. The State Medi-Cal and the Federal Medicaid programs' laws, rules, and regulations as they pertain to requested services, waivers, beneficiary rights and responsibilities, and security of personal health information.
6. Time management principles and resource allocation.
7. Documentation guidelines in the reporting of medical records, charting practices and other beneficiary health information.
8. Abuse, neglect or exploitation that impacts the health, safety and/or welfare of the waiver participant.
9. Normal and abnormal human anatomy and physiology and the effect of disease.
10. Professional nursing principals and scope of practice.
11. Medical terminology and techniques to determine medical necessity and standards of care, charting requirements, and to communicate intelligently with physicians and others with medical backgrounds.
12. The California Code of Regulations and Title 22 and Title 17 regulations as they pertain to the Department of Health Care Services (DHCS) as well as the departments' policies and procedures to implement this code.
13. Available resources, current trends and updates in health / nursing practice (professional seminars, periodicals, published text books, and internet access) to medical treatment practice and available departmental instruction.
14. The Treatment Authorization Requests (TAR) process used to approve services and to determine medical necessity.
15. Psychosociology to be able to understand the interplay between physical / social / psychological responses to illness.
16. Decisions of medical processing involved in diagnosis, treatment, on-going evaluation of patient status, and response to treatment plan as initiated and directed by the primary physician and physician consultants.
17. Hospital, clinic, organizations, operational routine and equipment used.
18. Evaluating individual patients for continued stay.
19. Departmental policies and procedures regarding attendance, leave and conduct.
20. Resources available to ensure competency in current medical and nurse practice modalities.
21. The case management process to independently determine and initiate appropriate action for patient caseload.
22. Computer usage including Word, Outlook, Excel, and Power Point.
23. Applicable diagnostic and medical procedures and indicators.
24. Personnel management.
25. Medical procedure evaluation.
26. Training and teaching techniques and techniques of effective supervision.

27. Department's Equal Employment Opportunity Program objectives.

**Skill to:**

1. Understand the implications of new information for both current and future problem-solving and decision-making.
2. Identify complex problems and review related information to develop and evaluate options and implement solutions.
3. Consider the relative costs and benefits of potential actions to choose the most appropriate course of action.
4. Multi-task, prioritize, and manage work load within time constraints.
5. Determine how a system should work and how a change in conditions, operations, or the environment will affect the outcome.
6. Bring people together to reconcile differences.
7. Identify measures or indicators of system performance of actions needed to improve or correct performance.
8. Identify types of critical events or incidents that the State requires to be reported for review and follow-up action.
9. Accurately and clearly present medical information to Medical Consultant so proper decisions or actions can be taken.
10. Interact with Field Office personnel in order to promote a successful, productive, and health office environment.
11. Determine the correct authorizations needed to requested services.
12. Make independent recommendations on required level of care for beneficiaries.
13. Provide technical assistance and support to Medi-Cal providers covering the scope of benefits.
14. Maintain competency in current medical and nursing practice modalities.
15. Respectfully express opinions or decisions in a constructive manner.
16. Properly review and evaluate medical records.
17. Remain current in common health problems, treatment, and drug indications.
18. Use critical thinking in evaluating report charts and all other information involved in your duties.

**Ability to:**

1. Write summaries and reports in a succinct manner.
2. Develop and maintain a professional and productive relationship with providers, the public and other agencies or departments.
3. Respond to the diversity in the work-place by demonstrating that mutual respect and collaboration can be a positive aspect of the work environment.
4. Maintain a current and valid Registered Nurses license.
5. Process information and think independently if a situation arises in which resource input is not available from staff or management.
6. Utilize Field Office and Departmental policies and procedures as presented in staff training meetings in the completion of job responsibilities.
7. Maintain confidentiality.
8. Work with individuals of many varied backgrounds, beliefs and lifestyles in a positive and productive manner being tolerant of opposing opinions or ways of performing tasks.
9. Assist others in interpreting physician's notes, especially where legibility is an issue.
10. Interpret lab/test results.
11. Analyze data using basic research methodologies.
12. Read, speak and understand adequate English to successfully review medical records and interface with providers, consultants, and co-workers in daily job performance.
13. Plan, organize, train, and supervise the work of others.
14. Effectively contribute to the department's Equal Employment Opportunity Program objectives.

**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

Sprint from TDD: 1-888-877-5378

Sprint from voice telephone: 1-888-877-5379