



Nurse Consultant II

Exam Code: 0HABB

Department: Department of Health Care Services

Exam Type: Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Nurse Consultant II – \$6,703 - \$8,849 per month.

View the [Nurse Consultant II class specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: The testing office will accept applications continuously. However, pre-established filing dates are scheduled every two months. The filing dates are:

March 30, 2021 June 30, 2021 September 30, 2021 December 30, 2021

Who Should Apply: Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **24** months.

How to Apply: To learn more about the job and testing arrangements, contact the testing office shown below. Completed applications must be received or postmarked by one of the cut-off dates. Applications postmarked or personally delivered after the cut-off date will be held and processed in the next examination administration. Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not

acceptable proof of the date the application and any other required documents or materials were filed. Applications are available at <https://jobs.ca.gov/pdf/STD678.pdf> and may be filed in person or by mail as instructed below.

You may apply by mail to:

DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Division
Selection and Certification Section
P.O. Box 997411, MS 1300
Sacramento, CA 95899-7411

You may apply in person at:

DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Division
Selection and Certification Section
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814

Phone Number: (916) 552-8270

MINIMUM QUALIFICATIONS

It is your responsibility to make sure you meet the education and/or experience requirements stated on this bulletin by the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

NOTE: Applications/resumes MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable). Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, 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.)

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 may be rejected.

NOTE: Applicants using education to meet the minimum requirements must provide a copy of their degree or transcripts.

POSITION DESCRIPTION

Under general direction, the Nurse Consultant II provides complex nursing consultation and technical assistance to public and private agencies on the provision of health services. The

incumbent administers, organizes, monitors, and evaluates programs and studies on the delivery of health services. The incumbent 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 **statewide**.

EXAMINATION INFORMATION

This examination consists of the following component(s):

Supplemental Application – Weighted 100% of the final score.

Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be emailed 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.

The examination will be sent to the email address listed on the application. Please ensure the email address on your application is correct. Candidates are responsible for regularly checking their emails, including SPAM/Junk folders, to ensure receipt of the examination, which will be sent via Survey Monkey.

Responses to the Supplemental Application will be competitively assessed based on pre-determined rating criteria.

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination plan changed. Such a revision will be in accordance with civil service law and rules, and all competitors will be notified.

Special Testing Arrangements: If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

EXAMINATION SCOPE

Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. Principles, techniques, methods, and procedures of current nursing practices
2. Epidemiology and methods of health promotion and disease prevention concepts and

methods of control of communicable diseases

3. Current philosophies and patterns of nursing education
4. Principles and methods of consultation
5. Group process and problem solving
6. Research principles and methodology
7. Roles, responsibilities, and interrelationships of the various health disciplines and health agencies
8. Functions of social and health agencies
9. Cultural and sociological patterns as they affect health programs
10. State and federal legislation related to health services
11. Administration, organization, and trends in health care delivery systems
12. Techniques of program planning, development, monitoring, and evaluation

Ability to:

1. Effectively provide consultation and technical assistance
2. Establish and maintain the confidence and cooperation of those personnel within the department and in other social and health agencies
3. Analyze situations accurately and take effective action
4. Be flexible in approach to the solution of problems
5. Communicate effectively
6. Prepare reports
7. Apply principles of administration of nursing and health care services in various administrative patterns
8. Assist administrators to plan with others in meeting community health needs

GENERAL QUALIFICATIONS

Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

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 rating of 70% must be attained. Names of successful competitors are merged into the list in order of final scores regardless of the 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, 6) open. When there are two lists of the same kind, the older must be used first.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (STD. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

TESTING DEPARTMENT

Department of Health Care Services

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

Department of Health Care Services
Attn: Selection and Certification Section
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Phone: (916) 552-8270
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State 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.