ANNOUNCEMENT FOR OPEN TESTING
NURSE CONSULTANT III (SPECIALIST)
CONTINUOUS TESTING

TJ20-8181  2HABB

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/pdf/STD678.pdf, and may be filed in person or by mail with:

By Mail:

DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Branch
Selection Unit
P.O. BOX 997411, MS 1300
Sacramento, CA  95899-7411

In Person:

DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Branch
Selection Unit
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA  95814

Phone Number:  (916) 327-7284

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. The testing office will accept applications continuously; and will notify and test applicants as needs warrant. However, pre-established filing dates are scheduled every three months. The filing dates are:


TESTING PERIOD: Once you have taken the examination, you may not retest for 12 months from the established list date.

SALARY RANGES: $6,473 - $8,560 per month

POSITION DESCRIPTION: Positions at this level of expertise required is definitively greater than that for any other supervisory position at this level. Incumbents serve as highly skilled technical program consultants, or as recognized authorities in areas of extreme sensitivity or complexity, or in areas of high specialization. Typically, incumbents have statewide responsibility for the nursing and related components of a major statewide program with coordinating or lead responsibility for nursing and other professional/technical staff. Under general direction, incumbents provide the most complex, difficult, and sensitive consultation; develop, plan, organize, coordinate, implement, and evaluate the nursing and related components of a major statewide program; evaluate and ensure statewide program consistency; provide professional guidance to nursing and other health professional staff; and do other related work.

Positions exist with the Department of Health Care Services in: Sacramento, Los Angeles, San Diego, and Yolo

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:

1. 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

2. Baccalaureate or higher degree in nursing from a school of nursing accredited by the National League for Nursing (NLN) or its equivalent for foreign graduates. (For applicants who received a baccalaureate degree in a Health-related field prior to 1990, the California State Public Health Nurse Certificate may be substituted 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

3. 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 institution approved by the Counsel 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 duties of a Nurse Consultant II in the California state services;

Or II
Broad and extensive (at least five years) professional registered nursing experience, at least four years of which shall have been in an administrative, consultative, teaching, or supervisory capacity. (One year of health-related post master's graduate work may be substituted for one year of general nursing experience.)

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 an evaluation of Training and Experience (T&E) weighted 100%. No written test is required, and no interview will be conducted. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be emailed a training and experience questionnaire. 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. 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 which is 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 circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules, and all competitors will be notified.

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:

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. The 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. Statistics/epidemiology in order to interpret, calculate, and monitor data, and relate them to issues and/or problems.
7. Roles, responsibilities, and interrelationships of the various health disciplines and health agencies.
8. Research methodology and processes, including use of the internet, and relationship to current medical and nursing practice.
9. Quality assurance (QA) methodology and principles.
10. Principles of problem solving, including correct identification of the problem, development of alternative solutions, gathering input from others, and methods of testing and evaluation.
11. 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.
12. Principles and methods of program assessment, planning, development, implementation, and evaluation.
13. Internal state operating systems and processes, including organization and operation of state government.
14. Health care providers in today's health care arena (scopes of practice, interactions between disciplines, quality of care (allied vs. professional health care providers).
15. Drugs and their side effects.
17. Contract management.
18. Federal rules, regulations, etc. in order to interpret a process and whether it is being followed correctly; or recommend another alternative if necessary.
19. Medical needs of children with special health care needs, both acute and chronic.
20. Medical needs across the health care spectrum from birth to death.
21. The grant writing process.

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 or other program encounter data and have the ability 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 Chief 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 layperson's terminology to those individuals who do not have a medical background.
20. Facilitate meetings.
21. Establish and maintain cooperative relationships with local program administrative staff.
22. Establish and maintain collaborative relationships with statewide programs, stakeholders, and providers.
23. Elicit the perspective of a broad array of stakeholders - children, families, advocates, providers, program administrators, program staff.
24. Efficiently learn new material and skills, including those associated with new technology and new processes.
25. Effectively and efficiently articulate one's position, knowledge, abilities, and clinical judgment.
26. Effectively and efficiently apply the principles and methods listed above and manage one's time in order to accomplish all work assigned.
27. Direct, facilitate, and participate in group activities at all levels of the organization.
28. Determine and utilize the appropriate Quality Assurance (QA) methodology and tools.
29. Deal sensitively, but within the scope of regulations, with Medi-Cal beneficiaries.
30. Comprehend and analyze complex reports.
31. Complete assignments in a timely and efficient manner.
32. Communicate with varying levels of staff.
33. Communicate effectively both written and verbally.
34. Be proactive and flexible when dealing with others.
35. Assist administrators plan with others in order to meet community health needs.
36. Appropriately and effectively manage and complete an assigned project that may require significant multi-tasking and may span a time period of years.
37. Apply principles of administration of nursing and health care services in various administrative patterns.
38. Analyze a bill to determine its impact on the department.
39. Recognize and document when program standards are not being met, including the specific standard and what needs to be corrected to meet the standard.

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 the final scores regardless of 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.

Directions for applying for veterans’ preference credits are provided on the Veterans Preference Application form (Std. Form 1093), which is available from the California Department of Human Resources or the department shown on this announcement.

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