



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

TJ30-8181 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) 345-7232

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:

March 29, 2019 June 28, 2019 September 30, 2019 December 30, 2019

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

SALARY RANGE: \$6,732 - \$8,902 per month

POSITION DESCRIPTION: Positions at this level function as nonsupervisory technical specialists in difficult and/or sensitive program and policy development or in a coordinating role where the 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 statewide.

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

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

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 service.

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 postmaster'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 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 mailed a Training and Experience questionnaire. The questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. **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 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. Principles and procedures of nursing practices to utilize the process of assessment, diagnosis, planning, intervention, and evaluation
2. Group processes, including directing the work of others, problem solving, and gathering input from group members
3. Principles and methods of consultation using experience and practical application to strengthen communication and speak to diverse groups and individuals
4. Principles and methodologies in the systematic research process, including use of the internet, for scholarly materials and basic information
5. Quality assurance methodologies and principles to assess the quality of care and services, and ensure compliance with health care standards
6. The Medi-Cal program to comprehend the implementation of administration and adjudication of claims for fee-for-service and managed care models
7. State and federal rules, regulations, (e.g. US Code of Federal Regulations Title 42, Social Security Act 1915c, CA Code of Regulations Title 22) to interpret and recommend processes
8. Cultural and sociological patterns that affect health programs to promote cultural and sociological awareness in health care
9. The administration and trends of health organizations to assist with policy decisions
10. Completed staff work for the purpose of analysis related to medical policies, procedures, legislation, and health care program proposals in order to best serve the department

11. Principles of current health care in California to include advances in medical and nursing care and research
12. Medi-Cal provider and claims process to understand payment of services
13. Drugs and their side effects to provide proper consultation and prevent harmful drug interactions
14. The roles, responsibilities, and interrelationships of the various health disciplines and agencies in order to understand important issues and concerns
15. State and federal legislation related to health services to understand the impact on such programs
16. Skilled nursing needs of the aged, chronically ill, and disabled communities to provide quality care for patients

Skill to:

1. Prioritize activities on a day-to-day, month-to-month, and annual basis to complete tasks in a timely manner, and meet important deadlines
2. Communicate in a professional and effective manner with others (e.g. staff, management, outside agencies, public) by handling questions and concerns with speed and professionalism, utilizing tact, interpersonal skills, collective legal reasoning, and expertise to establish and maintain solid and effective working relationships in all situations
3. Effectively multi-task to complete projects that may span over a long period of time
4. Prepare and exchange written communications with primary care physicians, staff, clinical coordinators, and providers related to Branch policy, Medi-Cal Policy and Operations, and program direction for regular communication (e.g. policies, procedures, issue memos)
5. Use a computer and various software programs, such as Microsoft Office Suites, to complete daily duties, retrieve and review electronic records, and utilize health care technologies
6. Research information and/or data to analyze and validate or invalidate content
7. Collaborate with others to develop and implement program policies and standards
8. Provide technical assistance to non-clinical staff
9. Interpret complex clinical nursing information and convey this information in lay person's terminology to help individuals, without medical backgrounds, understand the information
10. Represent the Medi-Cal program and the department at high-level and fast-paced meetings
11. Develop and revise policies and procedures to ensure relevance to the program and maintain proper application and compliance
12. Direct, facilitate, and participate in group activities, at all levels of the organization, to effectively lead discussions and implement collaborative tools (e.g. instruction, information, team building)
13. Analyze and document findings of quality reviews in order to report to upper management and recommend alternatives to issues identified
14. Prepare documents in a format using departmental guidelines and protocols to maintain consistency and organization in presenting information
15. Achieve plan compliance or request management intervention to demonstrate good judgment
16. Conduct need assessments in order to provide evaluations and make recommendations to management as necessary

Ability to:

1. Use critical thinking and practical applications to correctly identify problems and develop alternate solutions
2. Comply with mandated HIPAA requirements to protect sensitive data and private information

3. Collaborate with other Nurse Consultant IIIs to provide clinical expertise and develop policies and procedures for the program
4. Express thoughts succinctly with concepts that are well organized and fact-based in order to communicate effectively
5. Work autonomously to perform job duties
6. Review internal policies and procedures to apply updates, revisions, or deletions as needed
7. Use competence and confidence to establish and maintain cooperation and the respect of personnel within the department, administrative staff, statewide programs, and other social and health agencies
8. Comprehend and analyze materials, data, reports, etc. to recommend the accuracy and validity of the information
9. Apply current practices and corresponding technologies in delivering quality health care
10. Understand the impact of new information for current and future problem-solving to evaluate options and implement solutions
11. Conceptualize, plan, direct, and evaluate medical programs to resolve issues, and/or implement improvements that impact the program
12. Support plans regarding contractual and regulatory obligations in order to provide technical assistance and expertise
13. Determine if health care decisions comply with regulations and statutes to ensure consistent and proper delivery of health care services
14. Manage and track information related to the operation of Medi-Cal policy (e.g. policy statements, procedure memos, correspondence) between Centers of Medicare and Medicaid Services and Medi-Cal for implementation that affects the program
15. Perform Quality Assurance to measure compliance against results to develop an action plan and assess the outcome
16. Interact with clinical coordinators to establish goals, policies, procedures, and trainings
17. Administer standards and guidelines for medical services to ensure relevance, and maintain proper application and compliance
18. Meet with DHCS departmental staff and local programs to communicate program changes, receive updates, and prepare joint communications as needed

Personal Characteristics:

1. Refrain from making statements or taking actions that are knowingly false, deceptive, or fraudulent to maintain a high degree of honesty and personal integrity at all times
2. Display dependability, reliability, responsibility, and the capability to fulfill the obligations of the position
3. Uphold a strong work ethic as required by the demands and intense nature of the job to ensure quality execution of duties for the benefit of the department
4. Uphold, promote, and encourage basic mutual respect and concern for others for effective collaboration in achieving department goals
5. Adhere to Departmental policies and procedures regarding attendance, leave, and conduct to meet the needs of the program
6. Operate with transparency and accept responsibility for one's own actions to demonstrate the ownership necessary for achieving desired results
7. Attention to detail to ensure that all work produced is thorough, complete, and error-free
8. Willingness to learn new material and skills to include new technology and new processes to expand knowledge, skills, and abilities

9. Be sensitive to cultural diversity in the workplace to allow employees to function cohesively as a team that is respectful and courteous to one another
10. Willingness to lead, welcome, and accept, increasing responsibilities to expand knowledge, skills, and abilities
11. Exhibit commitment to improving services and effectiveness for positive representation of the department and its health care policies and programs
12. Willingness to be empathetic, but within the scope of the regulations, with Medi-Cal beneficiaries to listen and validate emotional responses while using regulations as guiding principles
13. Willingness to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority to maintain a professional image

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. A departmental open list will be established for use by the department(s) listed on this announcement. 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, 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