



Nurse Consultant I

Exam Code: 3HABB

Department: Department of Health Care Services

Exam Type: Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Nurse Consultant I – Range A: \$6, 778.00 - \$8,942.00 per month

Range T: \$11,209.00 - \$14,038.00 per month

[View the Nurse Consultant I 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 for 2023 are:

February 29, 2024

May 31, 2024

August 30, 2024

November 26, 2024

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 **twelve (12)** months.

How To Apply:

Candidates are required to submit the following two items by the final filing date:

- 1. Examination/Employment Application (STD 678)**
- 2. Training and Experience Evaluation**

The STD 678 must be completed and submitted via one of the methods indicated below. Additionally, the Training and Evaluation must be completed and submitted separately through Survey Monkey using the link under “Taking the Examination” below.

To learn more about the job and testing arrangements, contact the testing office shown below. Completed applications must be received or postmarked by the final filing date. 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 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 Section
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814

Phone Number: (916) 775-5398

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

1. All classes in this series require 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. All classes in this series require a 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. All classes in this series require 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 Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.

AND

Two years of professional registered nursing experience which must have included responsibility for health services program planning and implementation or an administrative, consultative, teaching, or supervisory capacity.

POSITION DESCRIPTION

This is the first working level. Under general supervision, incumbents perform the less complex nursing consultation and technical assistance to public and private institutions and agencies on the provision of health services. Incumbents participate in planning, developing, evaluating, and monitoring health services, programs, and studies. Incumbents participate in the development of evaluation of policies, procedures, and standards. Incumbents develop and coordinate training programs. They may also assist in the more complex health programs, studies, or reports and do other related work.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

No written test is required, and no interview will be conducted.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

Ratings will be determined based on the depth and breadth of professional education and/or experience beyond what is minimally required. Emphasis will be placed on measuring, competitively, relative 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.

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.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Nurse Consultant I classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **24 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

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.

Veterans 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.

EXAMINATION INFORMATION

This examination consists of the following component(s):

Training and Experience Evaluation – Weighted 100% of the final score.

No written test is required, and no interview will be conducted. The examination is designed to elicit specific information regarding each candidate's training and experience relative to the testing classification. Responses to the examination 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 training and experience 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 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.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take the examination: [Nurse Consultant I](#)

CONTACT INFORMATION

Department of Health Care Services
Attn: Selection Section
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Phone: (916) 775-5398

California Relay Service: 7-1-1 (TTY and 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 laws and rules and all applicants will be notified.

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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: 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) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.