



**ANNOUNCEMENT FOR OPEN TESTING  
NURSE EVALUATOR III  
CONTINUOUS TESTING**

TN85 - 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/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:

**January 31, 2020      April 30, 2020      July 31, 2020      October 30, 2020**

**TESTING PERIOD:** Once you have taken the examination, you may not retest for **24** months from the established list date.

**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.

**SALARY RANGE:** \$5,905 - \$7,886 per month

**IDENTIFICATION REQUIREMENT:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**POSITION DESCRIPTION:** The Nurse Evaluator III, Department of Health Care 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 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 a valid license to practice as a professional registered nurse in California.

**AND**

**Either I**

One year of experience performing the duties of a Nurse Evaluator II, Department of Health Care 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 of 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 will consist of a Qualification Appraisal Panel (QAP) interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the QAP 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 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:**

1. Legal and Medi-Cal procedures, policies, and their applications, in order to meet professional standards in the workplace
2. Principles of personnel management and supervision in order to lead effectively
3. Provisions of laws and Government Code sections used in daily operations, such as Title 22, Welfare and Institution Code, etc., in order to maintain compliance with DHCS policies and procedures
4. Team building concepts, in order to improve collaboration, and maintain a professional and ethical work environment
5. Basic computer usage (e.g., MS Office Suite, internet, and intranet) in order to complete daily assignments
6. Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar in order to communicate professionally and effectively
7. Preparation of reports to express facts and ideas in a succinct and organized manner to ensure quality service
8. The Department's Equal Employment Opportunity (EEO) Program and objectives in order to meet professional standards in the workplace

**Skill to:**

1. Maintain confidentiality per HIPAA, DHCS departmental policy, and applicable federal and local laws at all times to ensure the safety of each individual's protected health information
2. Plan, organize, direct, coordinate, and review the work of a unit/team by providing direction, resources, or clarification of policies and standards, to ensure the completion of work assignments and special projects
3. Adapt leadership style to a variety of situations in order to effectively lead a problem-solving team
4. Work under limited supervision to complete routine assignments
5. Exercise judgment and identify complex problems in applying pertinent laws, rules, regulations, and procedures to develop and evaluate options and implement solutions
6. Set high-quality work standards, while displaying a high level of effort toward completing assignments in a timely manner
7. Maintain consistent performance standards and expectations throughout the work unit, using personnel management and supervision techniques, to sustain the quantity and quality of work produced
8. Analyze medical data (x-rays, medical reports, etc.), policies, and procedures in order to arrive at logical conclusions or recommendations
9. Communicate effectively, orally, to establish and maintain effective working relationships with employees and the public

10. Communicate effectively, in writing, to provide feedback to department staff
11. Translate or explain data and its usage(s) in order to disseminate information.
12. Plan and organize a workload that consists of multiple cases with specified deadlines, in order to meet departmental needs
13. Assess health care problems, procedures, and treatments in order to improve the quality of care for recipients
14. Act as a Subject Matter Expert to collaborate with others to achieve departmental goals
15. Provide guidance and expert advice to management or other groups on technical, systems, or process-related topics, in order to meet the goals of the Department
16. Make formal presentations of solutions and goals to management and staff
17. Work in highly sensitive political and community arenas representing the Department of Health Care Services, in order to support the missions of the Department

**Ability to:**

1. Establish and maintain effective working relationships with management, staff, and those contracted during the course of the day in order to maintain a professional work environment
2. Remain calm under pressure, retain composure, and function in the face of anxiety-provoking circumstances in order to maintain an appropriate, positive work environment, and carry out one's own work responsibilities
3. Think independently and creatively to present, investigate, solve, and evaluate problems that may arise
4. Participate as an active and contributing member of a team to achieve team goals
5. Remain current on laws, regulations, policies, etc., in order to make recommendations and apply new knowledge to the job
6. Express thoughts succinctly, with concepts well organized and fact-based
7. Travel overnight to hospital and facility on-site locations

**Personal Characteristics:**

1. Listen to others to facilitate an open exchange of ideas
2. Promote and encourage mutual respect in the workplace
3. Adhere to the highest personal and professional ethical standards to ensure best service, both inter- and intra- departmental
4. Operate with transparency and accept responsibility for one's own actions
5. Willingness to learn new things in order to ensure quality productivity
6. Maintain a high degree of patience and perseverance
7. Exercise initiative and sound judgement in problem identification and resolution in order to offer the best solution
8. 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, regardless of cultural differences

**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