



## **Nurse Consultant III (Specialist)**

**Exam Code: 9HAEE**

**Department:** Department of Health Care Services

**Exam Type:** Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Nurse Consultant III (Specialist)** – \$8,075.00 - \$10,679.00 per month.

View the [Nurse Consultant III \(Specialist\) 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:

**February 29, 2024      April 30, 2024      June 28, 2024      August 30, 2024**  
**October 31, 2024      December 30, 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 **12** months.

**How to Apply:** Candidates are required to submit the following two items by the established 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 SurveyMonkey 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 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 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**

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**

Baccalaureate or higher degree in nursing from any accredited nursing school 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 any accredited nursing school 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).

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

## 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**.

## 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.

## TAKING THE EXAMINATION

Take the [Nurse Consultant III \(Specialist\) Examination](#)

Note: Candidates must also submit an application following the instructions under “Application Instructions” above.

## 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. Role, 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
13. Management problem-solving methods
14. Principles and methodology of research
15. Current trends in the fields of nursing education and health care services
16. Interagency and interdisciplinary relationships

### **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 Section  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814

Phone: (916) 775-5398

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.

## **DIVERSITY, EQUITY, AND INCLUSION**

Department of Health Care Services is committed to addressing disparities within our organization and in our communities through efforts toward greater diversity, equity, and inclusion. This is accomplished, in part, by a commitment toward employing a diverse workforce which reflects the many communities we serve, and by promoting and enforcing equal employment opportunity.

## **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.