



## PUBLIC HEALTH NURSE I, CORRECTIONAL FACILITY

OPEN – CONTINUOUS FILING



### Position Information

Positions currently exist with the California Correctional Health Care Services.

The Public Health Nurse I, CF is the entry level in this series. Under supervision, to perform public health nursing services including the prevention and control of communicable diseases and sexually transmitted diseases, epidemiological investigations, teaching inmates and staff prevention of the spread of infection; implement infectious disease control procedures; participate in conferences on community/public health problems; act as liaison with State and local county health departments and other appropriate health organizations on infectious disease control issues; assist with the development of policies and procedures on infectious disease issues; keeping records and prepare reports.

### Salary and Benefit Information

Currently, as of July 1, 2013:

**\$6,964 - \$8,719 per month** - This salary range applies to incumbents appointed to Adult Institutions and Division of Correctional Health Care Services **except** for at the following locations: San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

**\$7,676 - \$9,611 per month** - This salary range applies to incumbents appointed to Adult Institutions and Division of Correctional Health Care Services **only** at the following locations: San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

### Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.

### Minimum Qualifications

Possession of a current license as a Registered Nurse in California and a current certificate as a Public Health Nurse in California. (Applicants who do not meet these requirements will be admitted to the examination, but they must secure the required license and certificate before they will be considered eligible for appointment.)

CONTACT  
INFORMATION  
ON THE WEB

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

**W**e are an Equal Employment  
Opportunity employer to all  
regardless of race, color, creed,  
national origin, ancestry, sex, marital  
status, disability, religious or political  
affiliation, age, or sexual orientation.



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**Minimum Qualifications (Continued)**

**Special Personal Characteristics:** Empathetic understanding of patients of a State correctional facility; willingness to work in a state correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

**Special Physical Characteristics:** Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates and/or wards.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

**Applicants possessing the required license/certificate at the time of application must show number, title, and expiration date on their examination application.**

**Examination Information**

This examination will consist of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE ASSESSMENT  
WEIGHTED 100%**

**Knowledge of:**

1. Principles, methods, and procedures of nursing as applied in public health practice and of preventive medicine.
2. Causes, transmission, and methods of control of communicable diseases, including tuberculosis and hepatitis, and sexually transmitted diseases including AIDS.
3. Essential diagnostic and therapeutic problems involved in the control of communicable diseases and sexually transmitted diseases.
4. Principles and purposes of public health programs.
5. Socioeconomic problems of inmate population including the disabled.
6. Long-term effects of chronic diseases.
7. Principles of mental health.



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**Examination Information (Continued)**

**Ability to:**

1. Work effectively with staff, inmates and families in satisfactory solution of health programs.
2. Work autonomously and in collaboration with other health professionals.
3. Establish and maintain cooperative relations with intra- and interdepartmental agencies and other public and private health agencies.
4. Analyze situations accurately and take effective action.
5. Communicate effectively.

**How to Apply and Test**

Submit an Examination Application (Std. Form 678) and Training and Experience Assessment for this examination.

By mail:

California Correctional Health  
Care Services  
Selection Services Section, D1  
P.O. Box 588500  
Elk Grove, CA 95758

In person:

California Correctional Health  
Care Services  
Selection Services Section  
8280 Longleaf Drive, Suite 101, Drop Box  
Elk Grove, CA 95758

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

The Training and Experience Assessment for the Public Health Nurse I, Correctional Facility can be downloaded from CalHR's website at [www.jobs.ca.gov](http://www.jobs.ca.gov), CCHCS' website at [www.cphcs.ca.gov](http://www.cphcs.ca.gov) or CDCR's website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov) or copies can be obtained by calling (916) 691-5894.

Only applications with an original signature will be accepted.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Selection Services Section at (916) 691-5894 to make specific arrangements.



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**Eligible List Information**

The resulting eligible list will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**Veterans Points and Career Credits**

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career Credits will not be granted in this examination.



General Information

Applications are available at the State's career website at [www.jobs.ca.gov](http://www.jobs.ca.gov), local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a 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.

The California Correctional 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors 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. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate 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 (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance and Open, Nonpromotional Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from CalHR, 1515 S Street, Suite 400, Sacramento, CA 95811 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

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. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call  
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:  
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.

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