



NURSING EDUCATION CONSULTANT DEPARTMENT OF CONSUMER AFFAIRS



OPEN EXAMINATION CONTINUOUS TESTING

www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

WHO MAY APPLY

Applicants who meet the minimum qualifications stated in this announcement may take this examination, which is competitive.

HOW TO APPLY

Please submit applications (STD 678) to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

Submit State Application (STD 678) to:

MAIL TO:

Department of Consumer Affairs
Attn: Selection Services (M. Cooper)
P.O. Box 980428
West Sacramento, CA 95798-0428

HAND DELIVER TO:

Department of Consumer Affairs
Attn: Selection Services (M. Cooper)
1625 North Market Blvd., Suite N321
Sacramento, CA 95834

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunications Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.

FINAL FILE DATE

There is no final filing date. 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.

TESTING PERIOD

A candidate may test only once during any testing period. The testing periods for this classification are: January 1 through June 30 and July 1 through December 31.

SALARY RANGE

\$5724-\$6954 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination on the date that they complete and submit their application to the above address. **Your signature on your application indicates that you have read, understood, and possess the qualifications required.**

NOTE: All applications must include: "to" and "from" dates (mm/dd/yy); time base; and civil service class title(s), and range (if applicable) for all work experience. College course information must include title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications received without this information may be rejected.** Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Possession of an active, valid California license as a Registered Nurse. (Applicants who do not meet license requirements will be admitted to the examination but must possess the required license before they will be eligible for appointment) **And**

Either I

Experience: Five years of active work experience in the field of nursing which must include at least three years as a member of the teaching faculty in a United States State-approved Registered Nurse, Practical Nurse, Vocational Nurse, or Psychiatric Technician program or in a regionally accredited post-licensure program.

Or II

Experience: Five years of experience in the field of nursing which must include at least three years as a clinical specialist, nurse practitioner, or in-service educator in a hospital, clinic, or private practice setting,

And

Education: A Master's Degree in Nursing or a related field from an accredited college or university.

**DEFINITION OF
TERMS**

Five years of experience or active work experience means full-time work experience in the field of nursing.

**SPECIAL PERSONAL
CHARACTERISTICS**

Tact; discretion; maintenance of confidentiality; emotional stability and maturity; and willingness to travel throughout the State.

**BACKGROUND
INVESTIGATION**

All persons successful in the examination for this classification will be required to undergo a criminal offender records investigation prior to appointment.

**POSITION
DESCRIPTION AND
LOCATION**

Under general supervision, incumbents exercise independent judgment in the performance of their duties; perform complex, analytical duties in planning, developing, administering, and evaluating educational, licensing, practice, and enforcement programs in nursing; provide consultative services to local, State, and national agencies; perform complex, sensitive assignments; conduct research and analysis that have academic, programmatic, enforcement, fiscal, and/or legislative policy impact; and assist administrative staff with the complex projects.

Positions are located in Sacramento County and Los Angeles County with the Board of Registered Nursing and the Board of Vocational Nursing and Psychiatric Technicians within the Department of Consumer Affairs.

**EXAMINATION
INFORMATION**

This examination utilizes an evaluation of training and experience (T&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

**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:

**EXAMINATION
SCOPE**

(CONTINUED)

Knowledge of:

1. Principles, practices, and trends in nursing education and nursing practice.
2. Federal and State laws and regulations and Board policies which impact nursing education, nursing practice, and health care of consumers.
3. Personal computer to effectively perform duties.

Ability to:

1. Provide a leadership role in the development, implementation, coordination, and evaluation of policies, programs, standards and procedures of the Board..
2. Perform in-depth analysis of complex data related to nursing education, nursing practice, and the health and safety of consumers.
3. Prepare and present clear, concise, and objective reports, utilizing a computer, in written as well as oral formats.
4. Use interpersonal and communication skills to function effectively with a wide range of individuals and groups including consumers, Board members, licensees, staff of other State and Federal agencies, and advocacy groups.

**ELIGIBLE LIST
INFORMATION**

Names of successful competitors are merged into a departmental open list established for use by the Board of Registered Nursing and the Board of Vocational Nursing and Psychiatric Technicians within the Department of Consumer Affairs, in order of final scores regardless of testing 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. All candidates meeting the minimum qualifications will be placed on the eligible list.

Note: Transfer of list eligibility is not permitted from a list established by a T&E examination to a list established by any other type of examination.

QUESTIONS

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services and Recruitment Unit at (916) 574-8305.

GENERAL INFORMATION

The Department of Consumer Affairs 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 competitors will be notified.

It is the candidate's responsibility to contact the Department of Consumer Affairs, Selection Services Unit at (916) 574-8370 four weeks after submission if a progress note is not received.

Applications are available at State Personnel Board offices, local Employment Development Department offices, the Department of Consumer Affairs and at: www.spb.ca.gov.

If you meet the requirements stated on this examination bulletin, you may take this examination. Possession of the entrance requirements does not assure success in the exam or placement on the employment list. Your performance in the examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according their scores.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

