



CALIFORNIA DEPARTMENT OF  
HEALTH CARE SERVICES

## Nurse Evaluator III

**Exam Code: 2HADD**

**Department:** Department of Health Care Services

**Exam Type:** Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

Nurse Evaluator III – \$6,482 - \$8,657 per month.

View the [Nurse Evaluator III 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:

**January 31, 2023**

**April 28, 2023**

**July 31, 2023**

**October 31, 2023**

**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:** 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 and Certification 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 and Certification Section  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814

Phone Number: (916) 552-8270

## 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 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.)

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

**POSITION DESCRIPTION**

The Nurse Evaluator III, 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**.

**EXAMINATION INFORMATION**

This examination consists of the following component(s):

**Qualification Appraisal Panel (QAP) Interview** – Weighted 100% of the final score.

The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

**Oral Interview Date:** All accepted applicants will receive a notice in the mail approximately two weeks prior to the testing date with pertinent information regarding the test, and in such locations throughout the state as the number of candidates and conditions warrant.

All applicants must provide proof of identification. Accepted forms of identification are:

1. A photo identification card

OR

2. Two forms of signed identification

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.

## 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. Professional nursing principles and techniques
2. Medical terminology, hospital routine, and equipment
3. Medicines and narcotics
4. Personnel management
5. Analytical evaluation of procedure
6. Training and teaching techniques and techniques of effective supervision
7. The Department's Equal Employment Opportunity Program objectives
8. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives

### Ability to:

1. Observe and record symptoms and patient behavior
2. Document records and prepare reports
3. Make independent recommendations on required levels of care for patients
4. Follow regulations and outlined procedures
5. Maintain good public relations with patients and providers of service
6. Work cooperatively with other team members
7. Plan, organize, train, and supervise the work of others
8. Effectively contribute to the Department's equal employment opportunity objectives

## 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 and Certification Section  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814  
Phone: (916) Enter Phone Number  
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**

DHCS 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.