



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Certified Nursing Assistant

Class Code: 8185 – Exam Code: 7PB17

Opening Date: August 11, 2017
Final Filing Date: Continuous
Type of Examination: Servicewide
Salary: \$2,385.00- \$3205.00

EQUAL EMPLOYMENT OPPORTUNITY

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.

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.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for twelve (12) months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

A servicewide eligible list will be established by the California Department of Human Resources. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. **Eligibility expires twelve (12) months after it is established.** Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Possession of a valid Nursing Assistant Certificate issued by the California Department of Public Health.

All employees must have general qualifications as described by California Code of Regulations, title 2, section 172.

POSITION DESCRIPTION

Under medical or licensed nursing supervision, the Certified Nursing Assistant provides nursing care to patients/residents/clients or inmates who are physically ill, disabled, convalescent or geriatric; assist the physician or nurse with examination and treatments of patients; motivate and assist patients in developing and utilizing their maximum potential for self-care; and do other related work.

Provides physical support to assist patients/residents/clients or inmates in performing daily living activities, including rising out of bed, bathing, dressing, feeding, toileting, walking or exercising, social actions or rehabilitation programs; turns or re-positions bedridden; records vital signs, height and weight; measures and records dietary intake and urinary and fecal output; administers medications or treatments as directed; collects specimens; observes or examines patients/residents/clients or inmates to detect symptoms that may require medical attention; assists nurses or physicians in the operation of medical equipment or provision of care; transports patients/residents/clients or inmates to treatment units, operating rooms or other areas using wheelchairs, stretchers or movable beds; cleans and sanitizes patients clothing, rooms, bathrooms, examination rooms, or other patient/resident/client areas; positions or holds patients, residents, clients for surgical preparations; performs immediate and temporary interventions in emergency situations; assists with admission, transfer, or discharge activities; sorts, counts and distributes linens and clothing; assists in serving meals and special diets; performs other tasks as required and as defined by the California Code of Regulations, title 22, Division 5, Chapter 2.5, Article 3, 71835 through 72841.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

To preview the Certified Nursing Assistant Training and Experience Evaluation, select [Certified Nursing Assistant preview examination.](#)

KNOWLEDGE AND ABILITIES

Knowledge of: Routine hospital, clinic, inpatient and/or outpatient settings, techniques of bathing, feeding, lifting, and transporting patients, making beds, and caring for patients/residents/clients or inmates clothing and other property; hospital routine and procedure; proper methods and attitudes involved in meeting the physical and psychosocial needs of physically ill and/or disabled patients/residents/clients or inmates and assisting medically trained personnel; and accepted first aid methods.

Ability to: Develop skills in the performance of routine hospital, clinic, inpatient and/or outpatient settings, techniques of bathing, feeding, lifting and transporting patients/residents/clients or inmates, making beds, and caring for patients/residents/clients or inmates' clothing and other property; assist medically trained personnel; communicate at the level required for successful job performance; keep simple records; follow oral and written directions; and analyze situations accurately and participate in an appropriate course of action.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits will be applied to state employees' final passing score who have obtained permanent civil service status with the state of California.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division
1515 S Street, North Building, Suite 400
Sacramento, CA 95811-7258
1-866-844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

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GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [Certified Nursing Assistant classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: 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. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, 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. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR Veterans' Information page](#).

Bulletin Revision date: 08/18/2017

FILING INSTRUCTIONS

Click the link below to be directed to the Training and Experience Evaluation. Upon completion of the Training and Experience Evaluation, it will be instantly scored.

***Please remember to print a copy of your exam results for your records. It may take up to 5 business days for eligibility records to appear in your CalCareer profile.**

Select [Certified Nursing Assistant Training and Experience Evaluation](#) to access this online examination.

