

INSTRUCTIONS FOR PROCESSING RANGE T/U APPLICATION

1. The applicant picks up the application packet from the Personnel Reception office.
2. The applicant submits the completed application form with an official unopened transcript of required approved courses (see attached list of approved courses) to the Nursing Coordinator.
3. The Nursing Coordinator opens the transcript(s) and ensures that the applicant meets the qualifications for Range T/U. If the applicant does not meet the qualifications, the Nursing Coordinator notifies the applicant within 5 days. If the application is denied at the program level, the applicant may appeal to the Qualification Review Panel. Refer to Appeal Process on page 13 of this packet. If the applicant does meet the qualifications, go to step 4.
4. Upon receipt of the application, the Nursing Coordinator requests two years of leave usage and copies of last two years' IDP/Probation reports from the Personnel Specialist. The Personnel Specialist submits this information to the Nursing Coordinator within three days. If the application is for Range U, a copy of the Range T packet will be requested also.
5. Upon receipt of the application, the Nursing Coordinator notifies the Unit Supervisor. The Unit Supervisor performs an employee evaluation within 10 days. The Program Director reviews the Unit Supervisor's evaluation and will co-sign if they concur, within 10 additional days. If the application is denied at the program level, the applicant may appeal to the Qualification Review Panel. Refer to Appeal Process on page 13 of this packet.
6. The complete packet is then forwarded to the Qualification Review Panel's mailbox in the Clinical Director's office.
7. The Qualification Review Panel approves/disapproves Range T/U packet and a letter of approval/denial is sent to the applicant within 30 calendar days of the date the applicant submitted the application and transcripts to the Nursing Coordinator. Approved packets will be forwarded to Delegated Testing and Delegated Testing will notify the applicant's Nursing Coordinator to request required paperwork (DS 3001 Request for Personnel Action).
8. The completed packet including DS 3001 Request for Personnel Action is forwarded to Personnel Transactions for inclusion in the employee's Official Personnel File. The Personnel Specialist completes range change documentation as required.
9. The salary increase will become effective on the first day of the pay period after the applicant has been approved for the Range T/U status.
10. Upon promotion from Psychiatric Technician to Senior Psychiatric Technician, the employee retains the Alternate Range T or Range U status.

Eligibility Requirements

The purpose of the alternate salary range for Psychiatric Technicians and Senior Psychiatric Technicians is to recognize advanced training and to encourage continuing education beyond the training received in the Psychiatric Technician Training Programs to prepare for licensure.

Eligibility For Range T

1. Permanent appointment.
2. Six (6) months at Range S (full-time or equivalent hours if part-time or permanent intermittent (PI)).
3. 15-semester or 23 quarter job-related college credits with a grade of C or better within the last ten (10) years from an accredited college or university. Courses that are on a pass/fail grading system are acceptable with a pass grade. Courses required for Psychiatric Technician licensure are not eligible.
4. Rating of standard or better by immediate supervisor.

Eligibility For Range U

1. Permanent appointment.
2. Twelve (12) months at Range T (full-time or equivalent hours if part-time or PI).
3. 15 semester or 23 quarter job-related college credits with a grade of C or better within the last ten (10) years from an accredited college or university. Courses that are on a pass/fail grading system are acceptable with a pass grade. Courses required for Psychiatric Technician licensure, and courses used to qualify for Range T are not eligible.
4. Rating of standard or better by immediate supervisor.

The qualification review panel is determined by the Executive Director or designee (minimum of three members). The panel may approve additional courses in each category on a case by case basis.

NOTE: Credit given for courses in the Psychiatric Technician Trainee Program and/or Career Opportunity Development programs sponsored by the Facility during state time are not applicable toward Range T or Range U.

COURSES COMPLETED THAT QUALIFY YOU FOR (CIRCLE ONE):

RANGE T

RANGE U

<u>Units</u>	<u>Date Completed</u>	<u>Class Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____

To the best of my knowledge the foregoing statements are true.

Signature

Date

Print Name

BU 18 – RANGE T & U PROGRAM

APPROVED CATEGORIES OF JOB-RELATED COURSES (Range T)	MAXIMUM CREDITS ALLOWED
Nine (9) of the 15 Semester Units required for Range T application must be drawn from the following subject areas only. Units earned for courses required for licensure as a Psychiatric Technician are not acceptable in order to meet Range T/U requirements. <u>BASIC/CORE CLASS SUBJECT AREAS</u> Anthropology Chemistry Education Guidance Health Education Health Care Life Science Nursing Sociology and Welfare Psychology Psychiatric Technology	<u>Minimum</u> of 9
Anthropology: Any courses such as: Nature of Languages Cultural Anthropology Physical Anthropology	6
Art: Any courses such as: Art Fundamentals (Techniques of any one medium) Art Appreciation/History Principals of Color Advanced Graphic Design Art Education	3
Business Administration: Courses such as: Managerial Accounting Business Law Business Ethics	3
Chemistry: Courses such as: Introductory or General Chemistry	4
Computer Science: Courses such as: Introduction to Computers Basic Keyboard	3
Cosmetology	3
Economics: Courses such as: Introduction to Economics Survey of Economics	3
Education: Courses such as: Educational Psychology Child & Youth Development Educating the "Special" Child Adult Education Arts and Crafts for the "Special" Student Materials and Methods	6
English: Courses such as: Writer's Clinic Basic College English English Literature Composition/Report Writing	6

APPROVED CATEGORIES OF JOB-RELATED COURSES (Range T)	MAXIMUM CREDITS ALLOWED
Ethnic Studies: Courses such as: Psychology of Identity Ethnic Issues Race/Ethnic Relations Ethnic Sociology	6
Foreign Language: Courses such as: Conversational Classes Basic Language Courses	3
Geography: Courses such as: Social Geography California Geography U.S./World Geography	3
Government: Courses such as: Modern Government California State and Local Government U.S. Government American Institutions	3
Guidance: Courses such as: Self-Development Career Guidance	6
Health Education: Courses such as: First Aid/CPR Instructor's Course in First Aid/CPR Community Health	6
History or Humanities: Courses such as: History of Western Civilization Man and the Humanities Special Studies in History or the Humanities U.S. History California History	3
Home Economics: Courses such as: Consumer Education Cultural Foods Modern Nutrition Nursery/Pre-school Family Life/Education	3
Life Science: Courses such as: Biology Zoology Physiology Bacteriology Anatomy Heredity Evolution Genetics	5

APPROVED CATEGORIES OF JOB-RELATED COURSES (Range T)	MAXIMUM CREDITS ALLOWED
Mathematics: Courses such as: Algebra (Beginning/Advanced) Geometry/Trigonometry/Calculus Special Studies in Mathematics	3
Music: Courses such as: Music Appreciation Music Theory	3
Nursing: Courses such as: Infant/Child/Adult Nursing Pediatrics Geriatrics Medical Terminology EMT Training Any other certified nursing classes	15
Philosophy: Courses such as: Logic Overview of Philosophy World Religion	3
Physical Education: Courses such as: Safety (Low/High Org. Sports) Low/High Sports Activities Body Mechanics Adaptive/Corrective P.E. P.E. Educational Theory	2
Physical Sciences: Courses such as: Introduction to Physical Science	3
Physics: Courses such as: Introduction to Physics Applied Physics	3
Psychiatric Technology: Any courses beyond those required for licensure.	15
Psychology: Courses such as: General Psychology Abnormal Psychology Death and Dying Introduction to Psychology Mental Retardation Social Psychology Crisis Intervention Child Growth/Development Mental Hygiene	9
Public Administration: Courses such as: Introduction to Public Administration Supervisory Techniques Personnel Administration	6

APPROVED CATEGORIES OF JOB-RELATED COURSES (Range T)	MAXIMUM CREDITS ALLOWED
Recreation Leadership: Courses such as: Methodology/ Philosophy Organization/Planning	3
Social Science: Courses such as: American Civilization Civil Liberties Urban/Rural Studies	3
Sociology & Social Welfare: Courses such as: Introduction to Sociology Marriage and Family Social Problems/Deviance Sociology of Religion Primary Group Sociology Organizational Sociology Problems of Aging	6
Special Education: Courses such as: Special Education in the Classroom Special Education Problems	9
Speech: Courses such as: Public Address Speech Rehabilitation	6
Statistics: Courses such as: Introduction to Statistics Statistical Analysis Tests and Measurements	3
Technical/Trade Courses, Non-Nursing Courses such as: Vocational Education Vocational Rehabilitation	2

APPROVED CATEGORIES OF JOB-RELATED COURSES (Range U)		Maximum Credits Allowed
Any required course(s) which might lead to an AA, BS, BA, BSN, MA, MS or PhD in Nursing, Occupational Therapy, Physical Therapy, Psychology, Social Work, Hospital Management/Administration, Rehabilitation Therapy		15
Human Services Certification Programs		15
Adult Education/Teaching Credentials Programs		15
No more than six (6) Semester Units will be accepted from the following areas:		
Physical Assessment	Physical Science	
Rehabilitative Nursing	Behavioral Science	
Recreational Leadership	Technical Report Writing	
Spanish	Medical Record Keeping	
Community Health	Statistics	
Sign Language	Computer Sciences	
Stress Management	Supervision	
Hospital Management	Human Sexuality	
Health Education	Management	
Psychiatric Nursing	Abnormal Psychology	
Organic Brain Disorders	Crisis Intervention	
Substance Abuse	Grief and Loss	
Psychosocial Nursing	Family Therapy	
Group Dynamics	Ethnic/Cultural	
Legal Aspects of Nursing	Sociology	
Forensics-Criminal Justice	Medical Ethics	
Pharmacology	Growth and Development	
Human Genetics		
AB409 Classes: Every 8 hours completed equals 1 Semester Unit.		

IMMEDIATE SUPERVISOR'S RANGE T AND U EVALUATION FORM

APPLICANT'S NAME

PROGRAM

DATE

Instructions for completing the Evaluation Form:

Applicants are to be rated on each of the factors shown below. Circle the number that most accurately reflects the degree to which the preceding statement describes the applicant's abilities and performance. Use the following description for each number:

- 1 = Substandard: There is limited relationship between the applicant's performance and the description; he/she seldom indicates the possession of these qualities.
- 2 = Improvement needed: The statement describes the applicant's performance only some of the time. His/her performance tends to fluctuate. He/she often deviates to a significant degree.
- 3 = Meets standard: The statement describes the applicant's usual performance. Although he/she may occasionally deviate from the pattern, these deviations generally are of relatively minor significance and are often justified.
- 4 = Exceeds standard: The statement describes the applicant completely. He/she never deviates from the high standard implied by the statement.

1. Relationship with Clients

1 2 3 4

Relates to clients in a helping manner; does not play favorites; accepts client's behavior as symptomatic of a developmental disability; avoids making value judgments; maintains his/her involvement with clients on a wholesome level; does not over identify with clients.

2. Relationships with other Treatment Staff

1 2 3 4

Consults with other members of the treatment team; makes constructive suggestions; demonstrates recognition of the treatment program as a joint effort; demonstrates an understanding of his/her own role on the team.

3. Response to Supervision

1 2 3 4

Accepts supervision as a means of assisting him/her to do his/her work; uses constructive criticism to improve his/her performance; obeys instructions thoroughly and willingly; keeps supervisor informed on matters of importance.

4. Organizing Client Activities

1 2 3 4

Has a good understanding of the methods of organizing client activities, applies them in a constructive fashion; uses imagination in developing resources; has a high level of frustration tolerance

5. Understanding Medical and Developmental Concepts

1 2 3 4

Has a good working knowledge of medical and developmental concepts relating to the treatment of clients, is able to apply these concepts to his/her work situation.

6. Skill in Behavioral Intervention

1 2 3 4

Understands and is able to apply principles of behavioral intervention; uses knowledge in a constructive and purposeful fashion

7. Initiative and Dependability

1 2 3 4

Can be depended upon to do work assigned to him/her; assumes initiative in identifying and doing additional work; completes tasks well; demonstrates a high level of interest in improving his/her work performance.

8. Attendance

1 2 3 4

Is punctual in arriving and starting work, does not abuse sick leave privileges; provides adequate notice when he/she will be absent.

9. Safety Record

1 2 3 4

Demonstrates good safety attitudes; organizes his/her work in a safe manner; avoids unsafe practices; does not have accidents.

10. Appearance

1 2 3 4

Is neat, clean, well groomed, and presents a favorable appearance to the public.

I have reviewed the applicant's work and believe that the foregoing honestly represents his/her abilities and performance.

Employee's Immediate Supervisor

Date

Employee's Program Director

Date

FOR USE OF QUALIFICATION REVIEW PANEL

Check all that apply:

- ☐ The applicant does possess the required 15 units of job related coursework for this range application.
- ☐ The applicant does not possess the required 15 units of job related coursework for this range application.
- ☐ The supervisor's evaluation is below average.
- ☐ The applicant meets the requirements for this range application.
- ☐ The applicant does not meet the requirements for this range application.
-

☐ Approved

☐ Denied (see back for Appeal Process)

Reason for Denial: _____

Chairperson Signature: _____ Date: _____

Appeal Process

1. Appeals from disqualification at the program level must be submitted to the Qualification Review Panel in writing, within 20 calendar days of the date of disqualification. The applicant must state clearly and concisely the specific reasons on which the appeal is based.
2. Applicants who are disqualified may submit a new application after 12 months from the date of rejection or sooner if specified by the panel.
3. Applicants disqualified solely for failure to meet educational requirements may reapply as soon as such deficiency is remedied.
4. This appeal process does not limit or prevent an applicant from exercising any other rights, which may be granted by the Bargaining Unit 18 Memorandum of Understanding.