

California State Library

900 N Street
P.O. Box 942837
Sacramento, California 94237-0001



LIBRARY PROGRAMS CONSULTANT OPEN EXAMINATION

AMENDED

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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.

FINAL FILING DATE: December 31, 2012

WHO MAY APPLY: Applicants who meet the minimum qualifications as stated below. All applicants must meet the education and/or experience requirements as stated on this examination announcement by the final filing date. Applications will not be accepted on a promotional basis.

HOW TO APPLY: You must submit a State application (STD. 678) to the address below by the final filing date, **December 31, 2012**. State applications are available at the California State Library and on the California Human Resources Department website at <http://jobs.ca.gov/Profile/StateApplication>. **APPLICATIONS WILL NOT BE ACCEPTED VIA FACSIMILE OR E-MAIL.** Applications may be filed by mail or in person between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, on or before the final filing date to:

California State Library
Human Resources Services Office
900 N Street, Suite 400
P. O. Box 942837
Sacramento, California 94237-0001

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR CALHR.

NOTE: State applications must include "to" and "from" dates (month/day/year), time base, employment and education information. Applications received without this information will be rejected.

SPECIAL TESTING INFORMATION: If you have a disability and need special testing arrangements, check "Yes" on Question #2 on the Examination/Employment Application form. You will be contacted to make specific arrangements.

SALARY RANGE: \$5,724.00 - \$6,954.00 per month

ELIGIBLE LIST INFORMATION: An open eligible list will be established for the California State Library. The list will be abolished 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

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 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

EITHER I

EXPERIENCE: One year of experience in the California state service performing professional librarian duties at a level of responsibility equivalent to that of a Supervising Librarian II.

OR II

EXPERIENCE: Two years of experience in the California state service performing professional librarian duties at a level of responsibility equivalent to that of a Supervising Librarian I or a Senior Librarian.

OR III

EXPERIENCE: Four years of increasingly responsible experience in the development and administration of varied and complex library programs, at least two years of which shall have been comparable in level of responsibility to the class of Supervising Librarian I or Senior Librarian.

AND

EDUCATION: Equivalent to graduation from a college or university and completion of a graduate degree from an accredited library school; or a library media credential issued by a teacher-credentialing commission authorizing service in California; or a graduate degree in a relevant or appropriate field.

THE POSITION: The Library Programs Consultant is the entry and full journey level in the series. Under direction, incumbents provide advice and consultative services to State, local and other library administrators on the development and coordination of complex, statewide library programs; develop, award, and administer library grant programs, including distribution of funds and review of program results; develop, review, analyze, and interpret applicable State and Federal regulations; and conduct studies and do research regarding the planning, evaluation, and administration of new library programs.

A position(s) will exist with the California State Library in Sacramento.

EXAMINATION INFORMATION: Qualifications Appraisal Interview -- Weighted 100%. This examination will consist of a Qualifications Appraisal Interview weighted 100%. The Interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, applicants must achieve a minimum rating of 70% in the interview. Candidates who do not appear for the interview will be disqualified. The exam plan may change if the candidate size warrants.

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitor's:

A. KNOWLEDGE OF:

1. Principles and practices of professional library work.
2. Modern library methods, techniques, and terminology.
3. Library administration, finance, and economic and social trends as they relate to library program development.
4. Library service patterns and library subject specialties.
5. Community organizations, public relations channels, and survey techniques.
6. Grant administration practices.
7. Computer applications necessary to provide a full range of library services.

B. ABILITY TO:

1. Effectively consult with and advise staff, administrators, officials, and governmental agents involved in library establishment, development, and financing.
2. Apply professional knowledge and program expertise in specific program areas.
3. Reason logically and think independently and creatively.
4. Provide persuasive and skilled leadership in program work.
5. Establish and maintain cooperative relations.
6. Communicate effectively.
7. Analyze situations accurately and take effective action.

Veterans' preference points will not be granted, as it does not qualify as an entrance examination under the law.

Career Credits are not granted in open examinations.

GENERAL INFORMATION

If the examination has a written feature, it is the candidate's responsibility to contact the California State Library, Human Resources Services Office at (916) 651-0337 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the California State Library, Human Resources Services Office at (916) 651-0337 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

State applications (Std. Form 678) are available at the California State Library, CalHR, local Employment Development Department offices and online at <http://jobs.ca.gov/Profile/StateApplication>.

The California State Library 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 law and rules and all competitors will be notified.

Examination Locations: When a written test and/or oral interview is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

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) multidepartmental 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. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education experience, personal development, personal traits, and fitness. In appraising experience, more weight will 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 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or Hearing Impaired: From TDD phones: 1-800-342-5966 From Voice Telephones: 1-800-342-5833

For information regarding this examination, please contact Angela Duprey, Human Resources Services Office at (916) 651-0337.