

# Job Opportunity



California  
STATE LIBRARY  
FOUNDED 1850  
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE

## Digital Composition Specialist I One (1) Position Available Posting Date: June 13, 2016

### IF IT'S A CHALLENGING POSITION YOU'RE LOOKING FOR, WE HAVE THE IDEAL JOB FOR YOU!

Do you want to use your skills to help preserve the cultural heritage of California for future generations? Join a talented team that helps preserve the history of California by using various digitization and preservation techniques and state of the art equipment to create and restore both important and often rare materials. Your skills and enthusiasm are wanted in the California State Library's Preservation unit!

#### DESIRABLE QUALIFICATIONS:

- Ability to work efficiently with supervision as well as a member of a team
- Knowledge of printing and publishing terminology
- Knowledge of processes for preparing materials to be used in publishing
- Experience with handling fragile documents and archival material
- Ability to evaluate situations effectively and take appropriate action using initiative, resourcefulness, and good judgement
- Excellent interpersonal skills, including verbal and written communication
- Ability to use specialized software applications in the composition of various publications

#### Application Process:

**Establish Eligibility:** Current state employees with a status as a Digital Composition Specialist I or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification are eligible to apply.

#### Apply for the Position:

- Complete a standard state examination/employment application [form](#) with original signature and clearly indicate the basis of eligibility (list, transfer, or reinstatement, (**do not** notate LEAP eligibility)) in the "Explanations" section of the STD 678 and
- Attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application and
- Mail or deliver your completed application to the California State Library (CSL):  
⇒ Mail: Human Resources Services Office, PO Box 942837, Sacramento, Ca 94237, Sacramento, CA 94237  
⇒ In Person: HRSO Drop Box CSL Annex, 900 N Street, 1<sup>st</sup> Floor Drop Box  
or
- Electronic application (through your CalCareer Account) <https://jobs.ca.gov/>

**Additional Information:** SRDA/Surplus candidates are encouraged to apply. Appointment is subject to SRDA/State surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants must meet the minimum qualifications of the classification. All methods of appointments, including Training & Development (T&D) Assignments and Temporary Authorization Utilization appointments (TAU) will be considered and a 120 day candidate pool will be established for subsequent vacancies. Minimum Qualifications for the Digital Composition Specialist I are available here: <http://www.calhr.ca.gov/state-hr-professionals/pages/7255.aspx>

#### EQUAL OPPORTUNITY EMPLOYER

The State of California and the California State Library is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.



- ▶ PC # 5003
- ▶ PERMANENT/FULL-TIME
- ▶ \$2,882-\$4,224/MONTH
- ▶ FINAL FILE DATE:  
**JULY 1, 2016**

Located across the street from the State Capitol, the Library and Courts Building II houses the Braille and Talking Book Library, California History Section and Special Collections, Preservation Office, Information Technology Bureau, California Research Bureau, Technical Services Branch, Library Development Services, and the Administrative Services Bureau.

#### The State Library serves the people of California in several ways:

- It is the central reference and research library for state government and the Legislature.
- It provides non-partisan research to the Legislature and the Governor.
- It collects, preserves, generates and disseminates information ranging from California's priceless historical items to today's online texts.
- It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs, and services.

Phone: 916-654-0202

E-mail: [csljobs@library.ca.gov](mailto:csljobs@library.ca.gov)

Website: [www.library.ca.gov](http://www.library.ca.gov)