

# California State Library

## Human Resources Services Office

Library - Courts Building  
P.O. Box 942837  
Sacramento, California 94237-0001



### LIBRARY TECHNICAL ASSISTANT I OPEN NON-PROMOTIONAL EXAMINATION FINAL FILING DATE: CONTINUOUS

**This bulletin cancels and supersedes the bulletin released July 26, 2010**

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.

**WHO SHOULD APPLY:** Applicants who meet the minimum qualifications as stated below and have not taken this examination within the last 24 months. This is an open non-promotional continuous examination. Applications will not be accepted on a promotional basis.

**HOW TO APPLY:** Examination Applications (Form STD 678 Rev. 10/2013) may be mailed or submitted in person to:

**MAILING ADDRESS:**

California State Library  
Human Resources Services Office  
P.O. Box 942837  
Sacramento, California 94237-0001

**SUBMIT IN PERSON:**

California State Library  
Human Resources Services Office  
900 N Street, Drop Box in Lobby  
Sacramento, California 95814

**DO NOT SEND APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES.** Applications are available at local office of the Employment Development Department, the Department of Human Resources (Cal HR), and their website: [www.jobs.ca.gov](http://www.jobs.ca.gov) Applications will not be accepted via E-mail.

**EXAMINATION INFORMATION:** Qualifications Appraisal Interview -- Weighted 100.00%. This examination will consist of a qualifications appraisal interview only. To obtain a position on the list, applicants must achieve a minimum rating of 70.00% in the interview. Interviews will be held in Sacramento. Information will be provided to accepted applicants by letter. **Candidates who do not appear for the interview will be disqualified.**

**NOTE:** Testing is considered continuous as dates may be set at any time. Candidates may be tested only once in any 24 month period.

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

**SALARY RANGE:** \$2,771 - \$3,470

**ELIGIBLE LIST INFORMATION:** An open non-promotional eligible list will be established for the California State Library. Names of successful candidates are merged on the list in order of final scores, regardless of date. Eligibility expires 24 months after establishment, unless the needs of the service and conditions of the list warrant a change in this period. Unsuccessful competitors who do not attain a minimum rating of 70% must wait 12 months from the date of disqualification before re-applying.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated below.

**NOTE:** All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application. All applications/resumes must include "to" and "from" dates (month/day/year), time base, employment and education information. Applications/resumes received without this information will be rejected.

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.

**MINIMUM QUALIFICATIONS:**

**EITHER I**

**Education:** Equivalent to completion of the requirements for an Associate of Arts degree in Library Science.

**OR II**

**Experience:** Two years of increasingly responsible subprofessional library experience, including work in book acquisition, cataloging, reference and compilation of bibliographies.

**THE POSITION:** The Library Technical Assistant I is the entry level for this series. Incumbents in this class assist professional librarians by performing a variety of responsible subprofessional library tasks within well-defined standards in such functional areas as book circulation, book acquisition, catalog classification, physical upkeep of library material, and book inventory. Incumbents may supervise a small group of clerical employees.

Positions may exist with the California State Library in Sacramento.

**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. Knowledge of elementary principles of professional library work and use of standard library tools.
2. Classification and cataloging techniques employed in fiction materials and precataloging techniques employed in nonfiction materials.
3. Library practices and procedures.
4. Data processing and research techniques related to library work.
5. Library materials, including governmental publications, pamphlets, newspapers, manuscripts, periodicals, films, and microfilms.
6. Department's Affirmative Action Program objectives.
7. A manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

**B. ABILITY TO:**

1. The ability to read and write English at a level required for successful job performance.
2. Learn readily, reason logically and accurately.
3. Speak and write effectively.
4. Apply good judgment in making decisions in accordance with laws, rules, regulations, procedures, and library policies.
5. Direct the work of others.
6. Maintain cooperative relations with others.
7. Effectively contribute to the department's affirmative action objectives.

**SPECIAL PERSONAL REQUIREMENTS:** All employees must exhibit orderliness, tact and neatness and demonstrate an interest in library work and in assuming increasing responsibility.

**CAREER CREDITS:** will be added to the final score of competitors who are successful in this examination and who qualify for these credits.

**VETERANS PREFERENCE:** Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All Open Exams/Eligible lists will award Veterans' Preference, regardless of the classification. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

**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) 654-0202 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) 654-0202 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, State Personnel Board, local Employment Development Department offices and online at <http://www.jobs.ca.gov/OEC/jobs/stateapp.aspx>.

**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.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation for the California Conservation Corps.) Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 678 (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

**How to apply for Veterans Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

**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