

California State Library Human Resources Services Office

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



PRINCIPAL LIBRARIAN DEPARTMENTAL OPEN EXAMINATION

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: May 31, 2013

WHO SHOULD 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: Examination Applications (Form STD 678 Rev. 6/2010) 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 Applications will not be accepted via E-mail. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

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. Candidates who do not appear for the interview will be disqualified. It is anticipated that interviews will be held in Sacramento during June/July 2013.

SPECIAL TESTING INFORMATION: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

SALARY RANGE: \$5,788 - \$7,035 per month

ELIGIBLE LIST INFORMATION: An open eligible list will be established for the California State Library. The list will be abolished 24 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:

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. **All applications must include "to" and "from" dates (month/day/year), time base, and civil service class titles. Applications received without this information will be rejected.** Applications must contain the following information on all related college courses completed: title, semester or quarter units, name of institution, degree obtained and completion dates.

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

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

Or II

Two years of experience performing professional librarian duties at a level of responsibility equivalent to that of a Supervising Librarian I or a Senior Librarian.

Or III

Five years of increasingly responsible and varied professional library experience, at least two years of which shall have been comparable in level of responsibility to a Supervising Librarian II in charge of a major section of a large library or a large independent branch library.

AND

Education: Equivalent to graduation from a college or university and completion of a graduate degree from an accredited library school.

Position(s) may exist with the California State Library in Sacramento.

(Continued on Reverse Side)

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. Theories, objectives, principles, and techniques of librarianship.
2. Standard reference materials.
3. Established techniques and practices for classifying and cataloging materials such as the Dewey decimal system and the Library of Congress system.
4. Reference interviewing techniques, standard search strategies, commonly used bibliographic information sources and professional journals in the library field.
5. Computer systems search capabilities.
6. Library purposes, trends, and organizations.
7. Complex bibliography terminology.
8. Subject fields and where they are located within the California Government.
9. Programs of major libraries in California.
10. Principles and practices of supervision.
11. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.
12. Advanced, complex problems of reference, research methods, cataloging, and other major library functions.
13. Principles of employee development and training.
14. Library administration and finance.
15. Economic and social trends as they relate to library program development.
16. The Department's mission, goals, policies, and programs.
17. Modern methods of program evaluation.

B. ABILITY TO:

1. Apply professional knowledge to the practical problems of the job.
2. Establish and maintain cooperative relationships with library users, coworkers, supervisors, and others contacted during the course of the work.
3. Provide effective customer services.
4. Use computer programs, systems, and databases to perform professional library functions.
5. Analyze situations accurately and take effective action.
6. Communicate effectively.
7. Provide leadership and apply creativity in the formulation of needed changes in complex library program methods and procedures.
8. Modify standard library practices and techniques.
9. Adapt computer programs and systems for library program use.
10. Plan, organize, direct, and evaluate the work of professional and technical and/or clerical personnel.
11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
12. Develop and evaluate program criteria.
13. Effectively direct major library programs and the work of professional library staff.
14. Work effectively with top level management staff.

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.