



**CALIFORNIA STATE LIBRARY  
CAREER EXECUTIVE ASSIGNMENT  
EXAMINATION ANNOUNCEMENT**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. 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.

<b>DEPARTMENT:</b>	California State Library	<b>RELEASE DATE:</b>	May 17, 2016
<b>POSITION TITLE:</b>	Chief of State Library Services Bureau	<b>FINAL FILING DATE:</b>	June 17, 2016
<b>CEA LEVEL:</b>	CEA A	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$6,453 - \$9,277 / Month	<b>BULLETIN ID:</b>	JC-18328

**POSITION DESCRIPTION**

Founded in 1850, the California State Library, is the central reference and research library for California’s government, legislature and citizens. The Library’s extensive collection numbers over 2 million volumes and 4.5 million government documents and includes the best publicly-accessible collection on California history.

Using innovative information technologies, expert staff serves customers through the library’s key sections: the Bernard E. Witkin State Law Library, the Braille and Talking Book Library, the California History Room, Government Publications, the State Information and Reference Center, and the Sutro Library in San Francisco.

The State Library Services Bureau (SLS) is the largest division of the California State Library (CSL) and is the actual library services of CSL. SLS consist of five library services areas which includes seven sections, the Braille and Taking Book Library (BTBL), Information Services Section, Government Publication Section, Witkin State Law Library, Special Collections (which includes California History Section and Sutro Library in San Francisco), and Technical Services (which includes Acquisitions and Cataloging) providing statewide library services to a variety of diverse patrons.

The Chief of SLS, provides leadership in developing and implementing policy, procedures and strategic direction relating to SLS functions including administrative functions, developing SLS policy, and ensuring SLS policy compliance with state rules and regulations. The Chief coordinates with managers and staff throughout the State Library to improve operational and inter-bureau effectiveness and resolves controversial and complex matters that arise from administering a comprehensive statewide program. The Chief of SLS participates as a member of the CSL Executive Team to analyze departmental options and opportunities to further CSL’s mission; to establish operational and service priorities; and to develop long and short-term

strategic plans that optimize services to state government, appointed and elected decision-makers, California libraries, and the public.

### **PERSONAL CHARACTERISTICS**

Acts in a professional manner and demonstrates a high degree of integrity, honesty and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CSL's strategic goals and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

### **MINIMUM QUALIFICATIONS**

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in civil service.

### **KNOWLEDGE AND ABILITIES**

Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

(a) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

(b) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

### **DESIRABLE QUALIFICATIONS**

- Knowledge of the California State Library's mission, organization, goals, functions and policies as well as its relationships with other state, federal and local entities.
- Demonstrated ability to make decisions which affect the direction of a state agency.
- Strong leadership skills and demonstrated ability to function effectively as a member of a top management team.
- Management experience in planning, assigning and directing multidisciplinary professional and administrative staff to effectively meet the program goals.
- Knowledge of information policy and service trends impacting libraries.
- Expertise in program development and evaluation, problem-solving and team-building.
- Strong written and verbal communications skills; strong negotiating skills.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **State Library Services Bureau Chief**, with the **California State Library**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an evaluation of the candidate's application and Statement of Qualifications (SOQ). The minimum and desirable qualifications listed on this bulletin will be used to screen and evaluate the application and SOQ, therefore, it is critical that each applicant include specific information on how his/her background, knowledge, abilities and personal characteristics meet the minimum qualifications and desirable qualifications. The SOQ may also serve as documentation of the candidate's ability to present information clearly and concisely in writing, since this is a critical factor to successful job performance. The SOQ may be the only basis for the candidate's final score and rank on the eligible list. Candidates will be ranked competitively, and each candidate will be notified in writing of his/her examination results.

Interviews may be conducted as part of the examination process. Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.

### **FILING INSTRUCTIONS**

Applications and Statements of Qualifications must be received **by 5:00 p.m. on June 17, 2016**, the final filing date. Applications and Statement of Qualifications received after June 17, 2016 will not be accepted, regardless of postmark; personally delivered, e-mailed, or interagency mail received after the final filing date will not be accepted. Faxed applications will not be accepted. The standard State application is available on the California Department of Human Resources' web site at <https://jobs.ca.gov/pdf/std678.pdf>.

### **Interested applicants must submit:**

- A completed, signed and dated standard state application (Std. Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the knowledge/abilities, personal characteristics, and minimum and desirable qualifications and qualify them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed no more than two pages in length and no less than 12 font. Candidates should arrange the SOQ such that it is clear which sets of experiences correspond to the knowledge/abilities, personal characteristics and desirable qualifications categories.
- A current resume. A resume does not take the place of a SOQ.
- Names, telephone numbers and relationships of at least three professional references.

**Applications must be submitted by the final filing date to:**

California State Library  
Human Resources Services Office  
P.O. Box 942837  
Sacramento, CA 94237-0001  
Attention: Angela Duprey

### **ADDITIONAL INFORMATION**

Address for Hand-Delivery: HRSO Drop Box, California State Library, 900 N Street, First Floor, Sacramento, CA 95814.

***Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.***

Questions regarding this examination should be directed to Angela Duprey at (916) 651-0337 or email: [Angela.Duprey@library.ca.gov](mailto:Angela.Duprey@library.ca.gov)

### **SPECIAL TESTING**

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

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

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 laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.calhr.ca.gov/state-hr-professionals/pages/7500.aspx>

*California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922*