

California State Library

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



SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY) DEPARTMENTAL PROMOTIONAL 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.

WHO SHOULD APPLY: Applicants must have a permanent civil service appointment with the California State Library as of the final filing date.

Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

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.

FINAL FILING DATE: August 9, 2013

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

SALARY RANGE: \$5,839 - \$7,453

ELIGIBLE LIST INFORMATION: A departmental promotional eligible list will be established for the California State Library. The list will be abolished 12 months after establishment unless the needs of the service and conditions of the list warrants a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

MINIMUM QUALIFICATIONS:

NOTE: All applications/resumes must include "to" and "from" dates (month/day/year), time base, civil service class titles, and college courses completed. Applications/resumes received without this information will be rejected.

Unless otherwise stated, experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

Either I

One year of experience in the California state service performing duties comparable to a Systems Software Specialist I (Technical).

Or II

Two years of experience in the California state service performing duties comparable to an Associate Systems Software Specialist (Technical).

Or III

Three years of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent responsibility as a leader on systems software projects, or as a technical specialist on complex technology systems.

THE POSITION: Under general supervision, acts as a supervisor on the more complex software systems or systems software projects.

The level of a position is influenced both by the place of the positions in the organization structure and by the type and complexity of the equipment configuration. Generally, the more complex and larger the equipment configuration, the higher the level of the position.

All levels essentially perform duties involving the same types of duties and are involved with similar activities and tasks. The differences in level are a matter of level of discretion, recognized expertise, and the scope of the problems.

(Continued on reverse side)

EXAMINATION PLAN: This examination will consist solely of an evaluation of each candidate's education and experience compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **NO WRITTEN TEST REQUIRED.**

SCOPE OF EXAMINATION:

A. Knowledge of:

1. Information technology systems (software) programming, equipment, and its capabilities and interfaces between hardware and software
2. The requirements for the installation and implementation of the most complex information technology software systems
3. The department's managers/supervisors 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
4. Principles of personnel management, supervision, and training

B. Ability to:

1. Write complex programs; develop detailed program specifications
2. Analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions
3. Apply creative thinking in the design and development of methods of processing information with information technology systems
4. Establish and maintain cooperative relationships with those contacted in the course of the work
5. Work under pressure; communicate effectively
6. Prepare effective reports
7. Coordinate the activities of technical personnel
8. Supervise technical personnel
9. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

VETERANS PREFERENCE AND CAREER CREDITS: Veterans Preference points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

If the examination has a written feature, it is the candidate's responsibility to contact the California State Library, 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.

Applications are available at the CalHR, Employment Development Department and the California State Library.

If you meet the requirements stated on the bulletin, you may take this examination which is competitive. Possession of the entrance requirement 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 the 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 law and rules and all competitors will be notified.

Examination Locations: When a written test 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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