



**DIGITAL COMPOSITION SPECIALIST II
DEPARTMENTAL PROMOTIONAL EXAMINATION**

Department(s): CALIFORNIA STATE LIBRARY
Opening Date: SEPTEMBER 16, 2015
Final Filing Date: SEPTEMBER 30, 2015
Type of Examination: DEPARTMENTAL PROMOTIONAL
Salary: MONTHLY RANGE - \$3873 - \$4849

INTRODUCTION

This is a Departmental Promotional Examination for the California State Library. Applications for this examination will not be accepted on an open basis.

DEFINITION OF SERIES

Digital Composition Specialist positions utilize a variety of typesetting, page layout, graphic, and scanning software operating on multiple computer platforms in the preparation and layout of forms, publications, brochures, and other display materials. Incumbents work from copy or digital media to plan and prepare camera-ready copy or electronic files for the traditional or digital publication of forms, charts, diagrams, publications, brochures, etc. Incumbents may consult with clients to determine an agreed-upon end product and make recommendations for proper job specifications and design/layout enhancements. Incumbents exercise a great deal of independence through the operation and manipulation of a variety of hardware and software applications in the development of print and digital publications; and do other related work.

POSITION DESCRIPTION

Digital Composition Specialist II

The Digital Composition Specialist II is the full journey level for the series. Under direction, incumbents routinely perform complex work utilizing the full range of equipment and software applications. Incumbents consult with clients and make recommendations for creating the desired product. Incumbents independently import or scan text and graphics for manipulation and placement to create the desired effects. The position is responsible for developing a product that is compatible with the chosen method/type of publishing/printing process. Incumbents are also expected to maintain high-tech equipment, troubleshoot software/hardware problems, and may work with programming/technician staff to resolve, develop, and implement procedures to maintain file integrity and version control, research new and updated software and fonts, make recommendations for purchases, assist in preparation for justifications, and train staff. Incumbents may also assume lead responsibilities as described above.

EEO

The State of California 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.

DRUG FREE STATEMENT

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.

WHO SHOULD APPLY

This is a departmental promotional examination for the California State Library.

Applicants must:

1. Must have a permanent civil service appointment with the California State Library or meet the provisions of State Personnel Board Rules 234 or 235 by the final filing date; or
2. Be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years as defined in Government Code Section 18990; or
3. Be a current or former non-elected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992; or
4. 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 Section 18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

FILING INSTRUCTIONS

Standard State Applications (STD. 678) must be marked "**Digital Composition Specialist II**" and submitted by the final filing date using one of the two options below:

Postmarked by mail to:
California State Library
Human Resource Services Office
P.O. Box 942837
Sacramento, CA 94237-0001

OR

***In person by 5 p.m. to:**
California State Library
Human Resource Services Office
900 "N" Street, 1st Floor Drop Box
Sacramento, CA 95814

*Standard State Applications (STD. 678) **must be placed in the "Human Resources Services Office (HRSO) Drop Box" by 5 p.m. on the final filing date.** Standard State Applications (STD. 678) postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. Standard State Applications (STD. 678) will **not** be accepted via email or fax.

Standard State Applications (STD. 678) may be downloaded at the California Department of Human Resources' JOBS website at www.jobs.ca.gov. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the California State Library. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period. Possession of the entrance requirement does

not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: It is your responsibility to make sure you meet the experience requirements stated on this announcement on the date you submit your application.

MINIMUM QUALIFICATIONS

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% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination meeting 100% of the overall experience requirement.

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.

Education Requirements: Equivalent to completion of the twelfth grade. **and**

Experience Requirements:

Either I

One year of experience in the California state service performing the duties of a Digital Composition Specialist I, Range B

Or II

Three years of experience in the application of page layout or graphic design software for use in the creation of forms, charts, business cards, letterhead, envelopes, newsletters, announcements, diagrams, brochures, or other publications.

Or III

Two years of experience in the application of page layout or graphic design software for use in the creation of forms, charts, business cards, letterhead, envelopes, newsletters, announcements, diagrams, brochures, or other publications; and possession of a postsecondary certificate of completion of a business or vocational course of study in page layout and/or graphic design software with an emphasis on publishing.

EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate's experience and education 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 his/her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. When completing the application include "to" and "from" dates (month/day/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates. Please read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

NOTE: The California State Library reserves the right to change 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 competitors will be notified.

KNOWLEDGE AND ABILITIES

Knowledge of: Knowledge of: Proper punctuation, spelling, and grammar; basic printing typography including fonts, point sizes, and spacing; page layout software; computer operating systems; basic printing and publishing terminology; proper equipment maintenance; page design; basic mathematical computations; basic principles, capabilities, and operation of computer systems; inks, paper, and other material used in publication manufacturing processes; preparation of materials to be used in publishing; methods, equipment, and materials used in form design and layout techniques, composition, offset printing, and electronic publishing; color theory; color separation and imposition; computer networks.

Ability to: Communicate effectively; learn and apply office policies, rules, regulations, and procedures; follow oral and written directions; use specialized software applications in the composition of various publications; convert and transmit electronic files; respond to multiple work priorities; independently plan, typeset, and prepare copy for publication; prepare files for imaging; identify software/hardware problems associated with the creation and production of text and graphics; interpret job specifications; select and apply page imposition; maintain output devices and may calibrate if necessary; create files suitable for electronic publishing; create digital proofs for client approval; train other staff on software application and development of forms and publications; consult with customers on proper file preparation for the publication process; analyze critical and problematic situations and make recommendations for appropriate action.

VETERANS' PREFERENCE

Veterans' Preference will not be granted for this examination, because it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits do not apply and will not be added to the final score of this examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the Standard State Application (STD. 678). You will be contacted about specific testing arrangements.

CONTACT INFORMATION

California State Library, Human Resource Services Office, Angela Duprey Phone: 916.651.0337

CLASSIFICATION SPECIFICATIONS

Please click on the link below to review the official California Department of Human Resources class specification: <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>.

GENERAL INFORMATION

If you meet the requirements stated on this examination 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 rated against a predetermined job-related rating, 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, should 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may 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 a 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. For more information, you may refer to the classification specification <http://www.calhr.ca.gov/state-hr-professionals/pages.aspx>.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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.

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) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay (Telephone) 1 (800-735-2929; (TTY) 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.