

California State Library Human Resources Services Office

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



LIBRARIAN OPEN EXAMINATION CONTINUOUS FILING – STATEWIDE

This bulletin cancels and supersedes the bulletin released September 8, 2009

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 CAN APPLY: Persons who meet the minimum qualifications as stated below.

HOW TO APPLY: A COMPLETED SUPPLEMENTAL APPLICATION AND STANDARD STATE APPLICATION (Std. form 678) MUST BE SUBMITTED ALONG WITH PROOF OF DEGREE (CERTIFIED COPY OF TRANSCRIPTS). Standard State and Supplemental Applications are available at the address below or on the California State Library web site at <http://www.library.ca.gov/about/jobs/jobs.html>. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).** Applications may be filed in person or by mail with:

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

EXAMINATION TYPE: This is an open statewide continuous filing examination. Applications for this examination will not be accepted on a promotional basis.

FINAL FILING DATE: There is no final filing date. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

EXAMINATION INFORMATION: Interviews will not be held. The examination will consist of a Self-Assessment Supplemental Application Questionnaire weighted 100.00%. In order to obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00%. The questionnaire is designed to elicit specific information regarding each candidate's knowledge, skill, ability, education, experience and training relative to the classification. Responses to the questionnaire will be assessed based on a pre-determined rating criteria.

SALARY RANGE: \$4,195 - \$5,250 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and experience requirements stated below. 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. Applications received without this information will be rejected.

MINIMUM QUALIFICATIONS: Equivalent to graduation from a college or university and completion of a graduate degree from an accredited library school. (Registration as a graduate student in a library school will admit applicants to the examination, but evidence of completion of the required graduate degree must be submitted before an applicant can be considered eligible for appointment.)

PROOF OF EDUCATION: Applicants are required to provide proof that they meet the educational requirement by providing a certified copy of their transcripts from an accredited institution. Applicants who are unable to provide proof of education will be removed from the eligible list.

THE POSITION: The Librarian is the entry and full professional level in the series. Incumbents may either (1) perform professional work to collect, acquire, catalogue and classify, provide reference to, circulate, develop, use computerized databases for, and preserve library material; or (2) have full responsibility for a small to medium size departmental library of average complexity.

Positions may exist with the California State Library in Sacramento and/or San Francisco.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SUPPLEMENTAL APPLICATION – WEIGHTED 100.00%

SCOPE

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.

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.

ELIGIBLE LIST INFORMATION: An eligible list will be established for the California State Library. 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. Names of successful competitors are merged onto an eligible list in order of final scores, regardless of test date. Eligibility expires 24 months after it is established 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 70.00% must wait at least six months from the date of disqualification before reapplying.

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.**

CAREER CREDITS: 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) 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 www.spb.ca.gov/employment/stateapp.htm.

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 and San Francisco. 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 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.

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 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.

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