



**LIBRARY TECHNICAL ASSISTANT SERIES
OPEN CONTINUOUS EXAMINATION**

This multi-level examination is for:
Class Code: 1307 –Library Technical Assistant I
Class Code: 1308 – Library Technical Assistant II

Department(s): CALIFORNIA STATE LIBRARY
Opening Date: FEBRUARY 23, 2016
Final Filing Date: CONTINUOUS
Type of Examination: OPEN
Salary: MONTHLY RANGE –
LIBRARY TECHNICAL ASSISTANT I \$2897 - \$3627
LIBRARY TECHNICAL ASSISTANT II \$3196 - \$4002

INTRODUCTION

This is an open statewide continuous filing examination for the California State Library. Applications for this examination will not be accepted on a promotional basis.

DEFINITION OF SERIES

Library Technical Assistants follow established procedures which have been developed by Librarians. They work under the supervision of a Librarian and may supervise and direct subordinate staff. Library Technical Assistants perform specialized subprofessional duties, such as precataloging, interlibrary loans, book acquisition and locating simple bibliographic information. Such work primarily requires a practical knowledge of library functions and services and an ability to apply standard library tools, methods, and procedures within well-defined standards. These classes are distinguishable from general clerical classes which perform typing, stenography, and general office work, and from professional librarian classes which are involved in the development, direction, and evaluation of programs and in complex work requiring professional knowledge of the theories, principles, and techniques of library science. Factors affecting position allocation include: variety and complexity of work, extent of program development and evaluation responsibilities, independence of action, and degree of supervisory responsibility.

POSITION DESCRIPTION

Library Technical Assistant I

Is the entry level for this series. Incumbents in this class assist professional librarians by performing a variety of responsible subprofessional library tasks within well-defined standards in such functional areas as book circulation, book acquisition, catalog classification, physical upkeep of library material, and book inventory. Incumbents may supervise a small group of clerical employees.

Library Technician Assistant II

Is the working supervisory level. Incumbents in this class perform the more responsible subprofessional library work and supervise a medium to large group of clerical and/or Library Technical Assistant employees engaged in library work.

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

Applicants who meet the education and/or experience requirements for this examination may apply for and take this examination.

FILING INSTRUCTIONS

Final File Date: There is no final filing date. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

Where to Apply: Click the link at the bottom of this bulletin.

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

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 12 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.

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

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.

Library Technical Assistant I

Either I

Equivalent to completion of the requirements for an Associate of Arts degree in Library Science.

Or II

Two years of increasingly responsible subprofessional library experience, including work in book acquisition, cataloging, reference, and compilation of bibliographies.

Library Technical Assistant II

Either I

One year of experience in California state service performing the duties of a Library Technical Assistant I.

Or II

Experience: One year of increasingly responsible subprofessional library experience, including work in book acquisition, cataloging, reference, and compilation of bibliographies;

and

Education: Equivalent to completion of the requirements for an Associate of Arts degree in Library Science. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

EXAMINATION INFORMATION

Supplemental Application Weighted 100% - The entire examination will consist of a 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.

KNOWLEDGE AND ABILITIES

Both Levels:

Require knowledge of elementary principles of professional library work and use of standard library tools; classification and cataloging techniques employed in fiction materials and precataloging techniques employed in nonfiction materials; library practices and procedures; data processing and research techniques related to library work; library materials, including governmental publications, pamphlets, newspapers, manuscripts, periodicals, films, and microfilms; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Require the ability to read and write English at a level required for successful job performance; learn readily, reason logically and accurately; speak and write effectively; apply good judgment in making decisions in accordance with laws, rules, regulations, procedures, and library policies; direct the work of others; maintain cooperative relations with others; effectively contribute to the department's affirmative action objectives.

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 OR WHO HAVE BEEN DISHONORABLY DISCHARGED OR RELEASED ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

CAREER CREDITS

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

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/job-descriptions.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 <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, 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.

TAKING THE EXAM

After clicking the link below, you will be directed to the Supplemental Application Questionnaire. Please follow the directions for completion and submission of your exam.

[Supplemental Application Questionnaire Exam and instructions.](#)