



**LIBRARIAN (CORRECTIONAL FACILITY)
SENIOR LIBRARIAN (CORRECTIONAL FACILITY)
Final Filing Date: CONTINUOUS**

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the California Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) are: **January through June and July through December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: California Dept. of Corrections and Rehabilitation
Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or

In person with: California Dept. of Corrections and Rehabilitation
Selection Services Section
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

If you meet the entrance requirements for Librarian (Correctional Facility) or Senior Librarian (Correctional Facility), you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis until the process is changed based on Departmental needs. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE Information will be provided to accepted applicants by letter.

SALARY RANGE(S) As of October 30, 2006

LIBRARIAN (CORRECTIONAL FACILITY)
\$3,796 - \$4,846

SENIOR LIBRARIAN (CORRECTIONAL FACILITY)
\$4,170 - \$5,320

MINIMUM QUALIFICATIONS LIBRARIAN (CORRECTIONAL FACILITY)
Education: Equivalent to graduation from college and completion of one additional year of graduate study in a library school accredited by the American Library Association. (Registration as a graduate student in a library school accredited by the American Library Association will admit applicants to the examination, but they must submit evidence of completion before they can be considered eligible for appointment.)

SENIOR LIBRARIAN (CORRECTIONAL FACILITY)
Education: Equivalent to graduation from college and completion of one additional year of graduate study in a library school accredited by the American Library Association. (Registration as a graduate student in a library school accredited by the American Library Association will admit applicants to the examination, but they must submit evidence of completion before they can be considered eligible for appointment.) **and**

Either I

Two years of California state service performing the duties of a Librarian (Correctional Facility) or Librarian.

Or II

Three years of increasingly responsible and varied professional library experience, including cataloging, reference work, and the selection of library materials.

BOTH CLASSIFICATIONS

Special Requirements: All employees must exhibit maturity, good judgment, tact, pleasing personality, and neat personal appearance; sympathetic understanding of and willingness to work with the resident population of a State correctional facility.

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates who possess 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 as meeting 100% of the overall experience requirement.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

Juvenile Justice Facilities, Conditions of Pre-Employment: Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the California Department of Corrections and Rehabilitation's Division of Juvenile Justice shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, "No person who has been convicted of a violent or serious felony shall be employed by a school district."

**EXAMINATION
PLAN**

INTERVIEWS WILL NOT BE HELD. This examination will consist of a supplemental application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application.

Candidates who meet the "Minimum Qualifications" will be mailed a supplemental application designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

Supplemental Application -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

BOTH CLASSIFICATIONS

A. Knowledge of:

1. Principles, trends, and practices of professional library work
2. Modern library methods, techniques, and terminology
3. Standard reference materials, library tools, guides, and indexes
4. Library purposes, trends, and organization

B. Ability to:

1. Apply professional knowledge to the practical problems of the job
2. Establish and maintain cooperative relationships with library users, co-workers, supervisors, and others contacted during the course of work
3. Analyze situations accurately and take effective action
4. Communicate effectively

ADDITIONAL KNOWLEDGE & ABILITIES FOR SENIOR LIBRARIAN (CORRECTIONAL FACILITY)

A. Knowledge of:

5. Complex bibliographical terminology
6. Subject fields and California government, geography, and libraries
7. Principles and practices of supervision
8. The Department's Equal Employment Opportunity objectives
9. A supervisor's role in the Equal Employment Opportunity objectives
10. The processes available to meet Equal Employment Opportunity objectives

B. Ability to:

5. Plan, organize, direct, and evaluate the work of professional and clerical personnel
6. Assume leadership and apply creativity in the formulation of needed changes in method and procedures
7. Effectively contribute to the Department's Equal Employment Opportunity objectives

**ELIGIBLE LIST
INFORMATION**

For each classification listed above, a separate eligible list will be established. Names of successful candidates are merged into the lists in order of final scores, regardless of date. Eligibility expires **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

**POSITION
DESCRIPTION AND
LOCATION(S)**

A **Librarian (Correctional Facility)** is the entry and journey person working level for this series. Positions in this class perform difficult professional work in connection with selecting, cataloging, loaning, or the reference use of books and other library materials; maintain order and supervise the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates or wards for contraband, such as weapons or illegal drugs and does other related work.

**POSITION
DESCRIPTION AND
LOCATION(S)
(CONTINUED)**

A **Senior Librarian (Correctional Facility)** is the working supervisor level for this series. Positions in this class may either (1) supervise a staff of professional, technical or clerical personnel; (2) be responsible for a larger correctional facility library; or (3) be responsible for highly complex, technical, and specialized work; maintain order and supervise the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates or wards for contraband, such as weapons or illegal drugs and does other related work.

Positions exist throughout the state with the California Department of Corrections and Rehabilitation.

**VETERANS POINTS/
CAREER CREDITS**

LIBRARIAN (CORRECTIONAL FACILITY)

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

SENIOR LIBRARIAN (CORRECTIONAL FACILITY)

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Department of Corrections and Rehabilitations' Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at California Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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 and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

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.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS