

# LIBRARY TECHNICAL ASSISTANT (SAFETY)

## Final Filing Date: CONTINUOUS



### OPEN

<b>AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b>	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.						
<b>EXAMINATION BASE</b>	DEPARTMENTAL FOR: CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)						
<b>WHO SHOULD APPLY</b>	Applicants who meet the minimum qualifications as stated below, who have not previously tested with CDCR for this classification in the past 12 months and who are not currently active on an eligible list.						
<b>HOW TO APPLY</b>	Submit Examination Application (Std. Form 678) <u>and</u> Qualifications Assessment  <table border="0" data-bbox="389 766 1529 954"><tr><td style="text-align: center;"><b>By mail to:</b></td><td style="text-align: center;"><b>or</b></td><td style="text-align: center;"><b>In person at:</b></td></tr><tr><td style="text-align: center;"><b>Department of Corrections and Rehabilitation Office of Workforce Planning P.O. Box 942883 Sacramento, CA 94283-001 (916) 322-2545</b></td><td></td><td style="text-align: center;"><b>Department of Corrections and Rehabilitation Office of Workforce Planning 1515 S Street Room 101N Sacramento, CA 95811-7243 (916) 322-2545</b></td></tr></table> If you are personally delivering your application and Qualifications Assessments, you must do so between the hours of <b>8:00 a.m.</b> , and <b>5:00 p.m.</b> , Monday through Friday, to the same street address as listed above for the Office of Workforce Planning. Examination Applications and Qualification Assessments will not be accepted on a promotional basis. <b>NOTE:</b> Only applications with an original signature will be accepted.	<b>By mail to:</b>	<b>or</b>	<b>In person at:</b>	<b>Department of Corrections and Rehabilitation Office of Workforce Planning P.O. Box 942883 Sacramento, CA 94283-001 (916) 322-2545</b>		<b>Department of Corrections and Rehabilitation Office of Workforce Planning 1515 S Street Room 101N Sacramento, CA 95811-7243 (916) 322-2545</b>
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<b>APPLICATION DEADLINE/ REQUIREMENTS</b>	Examination Applications and Qualifications Assessments will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application and assessment. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.						
<b>TEST DATE</b>	CDCR's testing period(s) for this examination is: <b>January – December.</b>						
<b>SALARY RANGE(S)</b>	As of: <u>December 22, 2014</u>  <b>\$2,826 - \$3,539</b>						
<b>MINIMUM QUALIFICATIONS</b>	<p style="text-align: center;"><b><u>Either I</u></b></p> <p><b>Experience:</b> Two years of increasingly responsible sub professional library experience, including work in book acquisition, cataloging, reference, and compilation of bibliographies.</p> <p style="text-align: center;"><b><u>Or II</u></b></p> <p><b>Education:</b> Equivalent to completion of the requirements for an Associate of Arts Degree in Library Science.</p> <p><b>Special Personal Requirements:</b> All incumbents must exhibit orderliness, tact, and neatness, and demonstrate an interest in library work and in assuming increasing responsibility. Must be willing to work with the resident population of a State correctional facility.</p> <p><b>Special Physical Characteristics:</b> Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, inmates/youthful offenders, or the public.</p> <p>Assignments during tour of duty may include sole responsibility for the supervision of inmates/youthful offenders and/or protection of personal and real property.</p> <p><b>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.</b></p> <p>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.</p> <p><b>OUT-OF-CLASS EXPERIENCE:</b> A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.</p>						

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**MINIMUM  
QUALIFICATIONS  
(CONTINUED)**

**Conditions of Pre-Employment:** Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with CDCR, Division of Juvenile Justice, Education Services Branch 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."**

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**EXAMINATION  
PLAN**

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

Candidates who meet the "Minimum Qualifications" will be mailed a Qualifications Assessment 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 QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not return the completed Qualifications Assessment will be eliminated from this examination.

**Qualifications Assessment -- Weighted 100.00%**

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

**A. Knowledge of:**

1. Elementary principles of professional library work and use of standard library tools.
2. Classification and cataloging techniques employed in fiction materials and precataloging techniques employed in nonfiction materials.
3. Library practices and procedures.
4. Data processing and research techniques related to library work.
5. Library materials, including governmental publications, pamphlets, newspapers, manuscripts, periodicals, films, and microfilms.

**B. Ability to:**

1. Communicate effectively.
  2. Learn readily, reason logically and accurately
  3. Apply good judgment in making decisions in accordance with laws, rules, regulations, procedures, and library policies
  4. Direct the work of others
  5. Maintain cooperative relations with others.
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**ELIGIBLE LIST  
INFORMATION**

The resulting eligible list will be established to fill vacancies for CDCR. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

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**POSITION  
DESCRIPTION AND  
LOCATION(S)**

A **Library Technical Assistant (Safety)**, under the guidance of a Librarian, Correctional Facility or follows established procedures to perform specialized sub professional duties, such as pre-cataloging, interlibrary loans, book acquisition, book inventory, and locating simple bibliographic information within the library system of a State correctional facility. 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. Incumbents assist professional librarians by performing a variety of responsible sub professional library tasks such as book circulation, book acquisition, catalog classification, physical upkeep of library material, and book inventory; and may have responsibility to supervise, train, and evaluate inmate/youthful offenders library clerks. Incumbents are responsible to maintain order and supervise the conduct of persons committed to CDCR; prevent escapes and injury by these persons to themselves or to property; maintain security of working areas and work materials; inspect premises for contraband, such as weapons or illegal drugs; and perform other related duties.

Positions exist statewide with CDCR.

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**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

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**VETERANS'  
PREFERENCE/  
CAREER CREDITS**

Veterans' Preference 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 Veterans' Preference. Career credits will not be granted in this examination.

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**GENERAL INFORMATION**

**Examination Applications (Std. Form 678) are available at** CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

**Veterans' Preference:** California law allows the granting of Veterans' Preference in any **Open** examination. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open 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) Veterans' Preference is not granted once a person achieves permanent civil service status.

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**GENERAL INFORMATION  
(CONTINUED)**

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs' website at [www.jobs.ca.gov/job/VeteransInformation](http://www.jobs.ca.gov/job/VeteransInformation)

**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 changed. 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, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

**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.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**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**  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**