



**SENIOR LIBRARIAN
CORRECTIONAL FACILITY (CF)
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 (CDCR)

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR's testing period(s) for this examination 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) and Qualifications Assessment

By mail to: Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or

In person at: Department of Corrections and Rehabilitation
Office of Workforce Planning
1515 S Street, Room 101N
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning.

Qualifications Assessments for Senior Librarian, CF are available at CDCR's website at: www.cdcr.ca.gov/Career_Opportunities or in person at the address listed above.

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

APPLICATION DEADLINE/ REQUIREMENTS 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. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.

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

SALARY RANGE(S) As of: March 28, 2014
\$4,312 - \$5,949

MINIMUM QUALIFICATIONS

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

Experience: 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.

Special Requirements: Persons appointed to positions in this class 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.

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/youthful offenders. Assignments during tour of duty may include sole responsibility for the supervision of inmates/youthful offenders 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.

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

OUT-OF-CLASS EXPERIENCE: 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.

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, 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**

EXAMINATION 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.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a 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. Principles, trends, and practices of professional library work.
2. Modern library methods, technique, and terminology.
3. Standard reference materials, library tools, guides, and indexes.
4. Library purposes, trends, and organization.
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 Program and the processes available to meet equal employment opportunity objectives.

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.
 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.
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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.

**POSITION
DESCRIPTION AND
LOCATION(S)**

A **Senior Librarian, Correctional Facility, (CF)** is the working supervisor level for this series. Individuals 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 CDCR; 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/youthful offenders for contraband, such as weapons or illegal drugs and performs other related work.

Positions exist throughout the state with CDCR.

**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.

**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.

GENERAL INFORMATION

Applications 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>.

**GENERAL INFORMATION
(CONTINUED)**

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.

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.

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

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS