



## SENIOR LIBRARIAN, CORRECTIONAL FACILITY (CF) Qualifications Assessment

Department of Corrections and Rehabilitation

Departmental Open Examination  
Final Filing Date: Continuous

### EXAMINATION INFORMATION

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Senior Librarian, CF** classification with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used to fill positions statewide with CDCR. A "Conditions of Employment" section is included in this examination which will allow you to select the time bases and location(s) you are interested in working. Please print out, **personally complete**, and sign this examination form.

Read the instructions below carefully before completing the assessment. Failure to do so may result in an inability to process your assessment and disqualification from this examination.

### AFFIRMATION STATEMENT

I hereby certify that the information provided on this **Qualifications Assessment** is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of state employment, and/or suffer loss of right to compete in any future state examinations.

Name (Printed): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## FILING INSTRUCTIONS

All applicants must complete and submit the following examination materials:

- [Examination Application \(STD. 678\)](#)
- Qualifications Assessment

By mail to:

**Department of Corrections and Rehabilitation  
Talent Acquisition and Career Services  
P.O. Box 942883  
Sacramento, CA 94283-0001**

Or in person at:

**Department of Corrections and Rehabilitation  
1515 S Street  
Sacramento, CA 95811-7243  
Attn: Talent Acquisition and Career Services, 101N**

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, excluding holidays, on or before the cut-off dates to the street address listed above.

### NOTE:

- All examination materials must have original signatures.
- Be sure your envelope has adequate postage if submitting via mail.
- Faxed or emailed copies will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

## GENERAL INSTRUCTIONS

This Qualifications Assessment is the sole component of the examination. To obtain a position on the eligible list, a minimum score of 70% must be achieved. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

This examination is comprised of the following areas:

- Affirmation Statement (page 1)
- Filing Instructions / General Instructions (page 2)
- Montoya Act/Prior State Employment / Conditions of Employment (pages 3 - 4)
- Rating Instructions (page 5)
- Knowledge & Experience Assessment (pages 6 - 18)
- Recruitment Questionnaire (pages 19 - 20)

### YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examinations

## PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section ONLY if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please skip this question.

Do you have written permission from the California Department of Human Resources (CalHR) to take this examination?

YES

NO

State Personnel Board, Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

## CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies Statewide according to the conditions you specify on this form.

### TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time     (R) Permanent Part-Time     (K) Limited-Term Full-Time     (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

### LOCATION(S) YOU ARE WILLING TO WORK

5 ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary

#### NORTHERN REGION

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 0100 – Alameda County      | <input type="checkbox"/> 2100 – Marin County         | <input type="checkbox"/> 4500 – Shasta County   |
| <input type="checkbox"/> 0200 – Alpine County       | • CSP, San Quentin                                   | <input type="checkbox"/> 4600 – Sierra County   |
| <input type="checkbox"/> 0300 – Amador County       | <input type="checkbox"/> 2300 – Mendocino County     | <input type="checkbox"/> 4700 – Siskiyou County |
| • Mule Creek State Prison                           | <input type="checkbox"/> 2500 – Modoc County         | <input type="checkbox"/> 4800 – Solano County   |
| <input type="checkbox"/> 0400 – Butte County        | <input type="checkbox"/> 2800 – Napa County          | • California Medical Facility                   |
| <input type="checkbox"/> 0500 – Calaveras County    | <input type="checkbox"/> 2900 – Nevada County        | • CSP, Solano                                   |
| <input type="checkbox"/> 0600 – Colusa County       | <input type="checkbox"/> 3100 – Placer County        | <input type="checkbox"/> 4900 – Sonoma County   |
| <input type="checkbox"/> 0700 – Contra Costa County | <input type="checkbox"/> 3200 – Plumas County        | <input type="checkbox"/> 5100 – Sutter County   |
| <input type="checkbox"/> 0800 – Del Norte County    | <input type="checkbox"/> 3400 – Sacramento County    | <input type="checkbox"/> 5200 – Tehama County   |
| • Pelican Bay State Prison                          | • CSP, Sacramento                                    | <input type="checkbox"/> 5300 – Trinity County  |
| <input type="checkbox"/> 0900 – El Dorado County    | • Folsom State Prison                                | <input type="checkbox"/> 5500 – Tuolumne County |
| <input type="checkbox"/> 1100 – Glenn County        | • Richard A. McGee Correctional Training Center      | • Sierra Conservation Center                    |
| <input type="checkbox"/> 1200 – Humboldt County     | <input type="checkbox"/> 3800 – San Francisco County | <input type="checkbox"/> 5700 – Yolo County     |
| <input type="checkbox"/> 1700 – Lake County         | <input type="checkbox"/> 3900 – San Joaquin County   | <input type="checkbox"/> 5800 – Yuba County     |
| <input type="checkbox"/> 1800 – Lassen County       | • California Health Care Facility                    |   |
| • High Desert State Prison                          | <input type="checkbox"/> 4100 – San Mateo County     |   |

#### CENTRAL REGION

- 1000 – **Fresno County**
  - Pleasant Valley State Prison

- 1400 – **Inyo County**

- 1500 – **Kern County**
  - California City Correctional Facility
  - California Correctional Institution
  - Kern Valley State Prison
  - North Kern State Prison
  - Wasco State Prison

- 1600 – **Kings County**
  - Avenal State Prison
  - CSP, Corcoran
  - CA Substance Abuse Treatment Facility

- 2000 – **Madera County**
  - Central California Women’s Facility
  - Valley State Prison

- 2200 – **Mariposa County**

- 2400 – **Merced County**

- 2600 – **Mono County**

- 2700 – **Monterey County**
  - Correctional Training Facility
  - Salinas Valley State Prison

- 3500 – **San Benito County**

- 4000 – **San Luis Obispo County**
  - California Men’s Colony

- 4300 – **Santa Clara County**

- 4400 – **Santa Cruz County**

- 5000 – **Stanislaus County**

- 5400 – **Tulare County**

## SOUTHERN REGION

- 1300 – **Imperial County**

- Calipatria State Prison
- CSP, Centinela

- 1900 – **Los Angeles County**

- CSP, Los Angeles County

- 3000 – **Orange County**

- 3300 – **Riverside County**

- California Rehabilitation Center
- Chuckawalla Valley State Prison
- Ironwood State Prison

- 3600 – **San Bernardino County**

- California Institution for Men

- California Institution for Women

- 3700 – **San Diego County**

- RJ Donovan Correctional Facility

- 4200 – **Santa Barbara County**

- 5600 – **Ventura County**

## ADDRESS OR EMPLOYMENT CHANGES

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their [CalCareer Account](http://www.calcareers.ca.gov) (www.calcareers.ca.gov) on the California Department of Human Resources (CalHR) website.

Once logged into your CalCareer Account, from the **My Account** page:

- Update your personal information (name, address, phone number) by selecting “Contact Information” under **Account Management**.
- Update your employment preference information (tenure, time base, location preferences) by selecting “Exam / Assessment Records” under **Exams / Assessments**, then selecting the list you have eligibility on, then selecting “Change Conditions of Employment” under **Eligibility Record Actions**.

## RATING INSTRUCTIONS

Rate your knowledge and experience performing specific job-related actions, using the rating scale(s) below.

Respond to each statement, beginning on the following page, by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two scales provided. Responses may not be changed or added once submitted to the Office of Workforce Planning. Missing responses will result in a lower score.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

### SCALE - KNOWLEDGE, SKILL, OR ABILITY RELATED TO THIS STATEMENT

#### Extensive Knowledge, Skill, or Ability

I have applied this KSA in an actual setting while performing a job.

#### Limited Knowledge, Skill, or Ability

I have education or training relevant to this KSA, but have not applied it to an actual job.

#### No Knowledge, Skill, or Ability

I have no experience, education, or training relevant to this KSA.

1. Developing a recreation/leisure library collection: Identifying budget needs

#### Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

2. Developing a recreation/leisure library collection: Identifying space needs

#### Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

3. Developing a recreation/leisure library collection: Identifying timeframe for completion

#### Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

4. Developing a recreation/leisure library collection: Reviewing current library collection

#### Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

5. Developing a recreation/leisure library collection: Evaluating library patron needs

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

6. Developing a recreation/leisure library collection: Soliciting information/suggestions from various resources

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

7. Developing a recreation/leisure library collection: Evaluating recreation/leisure catalogs

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

8. Developing a recreation/leisure library collection: Soliciting vendor recommendations

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

9. Developing a recreation/leisure library collection: Ordering and receiving materials

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

10. Developing a recreation/leisure library collection: Cataloging for circulation

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

11. Developing a recreation/leisure library collection: Assigning/delegating various related tasks to lower level staff

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

12. Handling an overly demanding library patron who is upset and disruptive: Evaluating the disruptive situation

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

13. Handling an overly demanding library patron who is upset and disruptive: Remaining calm during the situation

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

14. Handling an overly demanding library patron who is upset and disruptive: Evaluating the level of safety (e.g., be aware of your surroundings, notify staff if necessary, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

15. Handling an overly demanding library patron who is upset and disruptive: Listening to patron's issue(s)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

16. Handling an overly demanding library patron who is upset and disruptive: Suggesting alternatives (e.g., redirect the conversation, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

17. Handling an overly demanding library patron who is upset and disruptive: Monitoring the individual's behavior

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

18. Handling an overly demanding library patron who is upset and disruptive: Calling for help if the situation escalates

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

19. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Circulation tracking programs (e.g., Follett, Alexandria, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

20. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Touch screen monitors

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

21. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Computers

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

22. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Software

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

23. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Printers

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

24. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Separate systems for staff vs. patrons

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

25. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Networking equipment (e.g., servers, hubs, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability



26. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Bar coding equipment

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

27. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Internet access

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

28. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Audio/Visual equipment

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

29. Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library: Large print readers

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

30. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Designing the program

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

31. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Coordinating with other programs

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

32. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Identifying the target population/needs (e.g., test scores, teacher/staff referrals, self referrals, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

33. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Identifying the literacy levels of the individuals in the literacy program

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

34. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Identifying current library resources to be utilized (e.g., academic curriculum, publishers, catalogs, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

35. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Identifying instructional technologies (e.g., Computer Assisted Instruction, audio-visual materials, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

36. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Identifying specific literacy programs

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

37. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Identifying community resources (e.g., volunteers, tutors, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

38. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Advertising the program (e.g., post announcements, send mail, organize staff meetings, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

39. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Evaluating the program (e.g., implement tracking devices, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

40. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Monitoring program growth (e.g., implement sign in/out sheet, track total participants, track participant increases, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

41. Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons: Literacy measurement (e.g., test scores increases, tutoring increases, increased calendar of events, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

42. As a working level supervisor in a library; ensuring new staff are properly prepared to work in the library: Introducing staff to library personnel

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

43. As a working level supervisor in a library; ensuring new staff are properly prepared to work in the library: Explaining the chain of command within the library

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

44. As a working level supervisor in a library; ensuring new staff are properly prepared to work in the library:  
Providing library policies, procedures, etc.

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

45. As a working level supervisor in a library; ensuring new staff are properly prepared to work in the library:  
Providing library orientation (explain duties, library layout, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

46. As a working level supervisor in a library; ensuring new staff are properly prepared to work in the library:  
Providing initial training

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

47. As a working level supervisor in a library; ensuring new staff are properly prepared to work in the library:  
Coordinating ongoing training (on-the-job, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

48. As a working level supervisor in a library; ensuring new staff are properly prepared to work in the library:  
Monitoring progress to identify gaps in training

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

**CONTINUE TO THE WORK EXPERIENCE ASSESSMENT**

## WORK EXPERIENCE ASSESSMENT

Rate your experience performing specific job-related actions, using the rating scale below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the three scales provided. Responses may not be changed or added once submitted to the Office of Workforce Planning. Missing responses will result in a lower score.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

### SCALES - EXPERIENCE RELATED TO PERFORMING THIS ACTION

#### FREQUENCY

##### 1 - Performed this action within the last 36 months

Check "yes" if you have performed this action within the last 36 months and check "no" if you have not

##### 2 - How often you performed this action

Weekly, Monthly, Annually, Never

#### LEVEL OF SKILL

##### 3 - What level of skill you have performing this action

Performed independently without assistance, Performed with direction/assistance, Never performed

**NOTE: There should be three (3) checkmarks for each question.**

1. Evaluating leisure materials (e.g., books, periodicals, books on tape, specialized multimedia reading/listening equipment, etc.)

##### 1 - Performed this action within the last 36 months

- Yes
- No

##### 2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

##### 3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

2. Evaluating resources that promote literacy (e.g., low reading level/high interest books, weekly readers, books on tape, etc.)

##### 1 - Performed this action within the last 36 months

- Yes
- No

##### 2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

##### 3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

3. Evaluating requests from library patrons related to law library services (e.g., court access, electronic delivery systems, legal software, etc.)

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

4. Analyzing/resolving collection development needs for the purchasing of materials and/or services

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

5. Responsibility for the purchasing process

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

6. Participating in training to keep informed of new developments in library science

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

7. Supervising library staff to provide delivery of library assistance and technical services

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

8. Coordinating training of library staff

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

9. Conducting ongoing law library training of library staff

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

10. Maintaining order/security of working areas and work materials

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

11. Performing complex professional level library work (e.g., funding requests, budget analysis for collection development, space requirements, etc.)

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

12. Answering complex and/or difficult reference questions from library patrons

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

13. Coordinating and/or approving intra/inter-library loan requests

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

14. Coordinating the cataloging of library materials (e.g., manuscripts, clippings, books, multimedia, etc.)

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed



15. Responsibility for a complex correctional library program (e.g., special population needs, size of library collection, complexity of electronic delivery systems, etc.)

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

16. Developing library operational procedures/policies (e.g., internal library operating procedures, etc.) to provide and maintain standardized library services

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

17. Responsibility for implementing complex library technology used in a professional library (e.g., computers, etc.)

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

**THIS CONCLUDES THE EXAMINATION**

**REVISION DATE:** 07/27/2023 - CM