



DOCUMENT PRESERVATION TECHNICIAN OPEN EXAMINATION

Department(s): CALIFORNIA STATE LIBRARY
Opening Date: MAY 11, 2018
Final Filing Date: JUNE 1, 2018
Type of Examination: OPEN
Salary: MONTHLY RANGE - \$2964 - \$3706

INTRODUCTION

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

POSITION DESCRIPTION

Under direction perform skilled document preservation work involving the preservation and conservation of historical documents; may act in a lead capacity and train assigned assistants in document preservation procedures; and do other related work.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 by the final filing date.

FILING INSTRUCTIONS

Exam packages consisting of a Standard State Applications (STD. 678) marked "**Document Preservation Technician**" and Qualifications Assessment Exam must be submitted by the June 1, 2018 using one of the two options below:

Postmarked by mail to:
California State Library
Human Resource Services Office
P.O. Box 942837
Sacramento, CA 94237-0001

OR

***In person by 5 p.m. to:**
California State Library
Human Resource Services Office
900 "N" Street, 1st Floor Drop Box
Sacramento, CA 95814

*Exam Packages **must be placed in the "Human Resources Services Office (HRSO) Drop Box" by 5 p.m. on the final filing date.** Exam packages postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. Exam packages will **not** be accepted via email or fax.

Standard State Application (STD. 678) may be downloaded at the California Department of Human Resources' JOBS website at www.jobs.ca.gov. Standard State Application must be complete, include "to" and "from" employment dates (month/day/year), time base, and official classification titles and description of duties for each position. Applications received without this information will be rejected. Resumes maybe included but will not take the place of the information to be provided on the Standard State Application.

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 placed onto an eligible list in order of final scores. 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.

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.**

Two years of varied experience in the care, preservation, handling, and conservation of historical documents and related materials.

EXAMINATION INFORMATION

Supplemental Application Weighted 100% - Interviews will not be held. The examination will consist of a Qualifications Assessment Exam 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

Knowledge of: Current methods, materials, and equipment used in document and book preservation and conservation. Skill in handling, preserving, and conserving historical documents and related materials.

Ability to: Read and write English at a level required for successful job performance; exercise initiative and judgment in formulating document preservation plans, methods, and techniques and carrying them out efficiently; perform maintenance and make minor adjustments and repairs

on lab equipment; analyze situations accurately and take effective action; follow oral and written directions; keep records; write and speak effectively.

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 <http://jobs.ca.gov/Job/VeteransInformation>, 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 Qualifications Assessment Exam. Please follow the directions for completion and submission of your exam.

[Qualifications Assessment Exam and instructions.](#)