



**CALIFORNIA STATE LIBRARY
HUMAN RESOURCES SERVICES OFFICE
QUALIFICATIONS ASSESSMENT EXAM**

DOCUMENT PRESERVATION TECHNICIAN

GENERAL INSTRUCTIONS

Read instructions carefully

You will be evaluated based on your ability to follow directions, read, interpret, and respond appropriately to the questions in this Supplemental Application. Candidates who fail to follow the instructions will be eliminated from this examination.

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for Document Preservation Technician with the California State Library. 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 onto an eligible list. The list will be used by the State Library to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time base you are interested in working. It is required that you personally complete this examination accurately and without assistance. **It is required that you personally complete this Examination accurately and without assistance.**

Please be sure to follow the instructions carefully as **you will be evaluated based on your ability to follow directions, read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions and have missing or incomplete information may be disqualified or receive a lower score from this examination.**

1. Additional instructions are provided on the following pages.
2. This examination enables you to apply for the Document Preservation Technician classification. If successful, your name will be placed on an eligible list.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for Document Preservation Technician. You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (page 2)
- Address or Availability for Employment Changes (page 3)
- Minimum Qualifications (page 3)
- Work Experience (page 4 - 6)
- Knowledge or Ability Assessment (pages 7 - 9)
- Qualifications Assessment Return and Mailing Procedures (page 10)
- Affirmation Statement (page 10)

DOCUMENTS WILL BE ACCEPTED WHEN SUBMITTED OR POSTMARKED BY JUNE 1, 2018.



CANDIDATE INFORMATION

Name: _____
 Address: _____

 Home Telephone Number: _____
 Work Telephone Number: _____
 E-mail Address: _____

PRIOR STATE EMPLOYEMENT 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 mark the “Not Applicable” box below and continue to the next section.

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.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT APPLICABLE
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CONDITIONS OF EMPLOYEMENT FOR THE CALIFORNIA STATE LIBRARY

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE CONTACTED FOR A JOB IN LOCATIONS OR TIMESBASES NOT MARKED.

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

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

TYPE OF APPOINTMENT YOU WILL ACCEPT

<p>On a <u>permanent</u> basis, I am willing to work:</p> <p><input type="checkbox"/> FULL TIME</p> <p><input type="checkbox"/> PART TIME (12 months per year, less than 40 hours per week)</p> <p><input type="checkbox"/> INTERMITTENT (Not more than 1500 hours per year, which is equivalent to 9 months of work at 40 hours per week)</p>	<p>On a <u>temporary</u> basis, I am willing to work:</p> <p><input type="checkbox"/> FULL TIME</p> <p><input type="checkbox"/> PART TIME (12 months per year, less than 40 hours per week)</p> <p><input type="checkbox"/> INTERMITTENT (Not more than 1500 hours per year, which is equivalent to 9 months of work at 40 hours per week)</p>
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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:

3400 **SACRAMENTO COUNTY** 3800 **SAN FRANCISCO COUNTY**



ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Changes to your address or availability for employment should be made promptly either through your [CalCareers](#) account or by notifying the California State Library at:

California State Library
Human Resource Services Office
P.O. Box 942837
Sacramento, CA 94237-0001
Attn: Examinations

MINIMUM QUALIFICATIONS

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

Do you possess the Minimum Qualifications indicated above?

Yes No

**SECTION I
WORK EXPERIENCE – DOCUMENT PRESERVATION TECHNICIAN**

INSTRUCTIONS: To respond appropriately to items “1 through 6”, check the corresponding box in each column that accurately reflects your work experience. (**NOTE:** You must check only one box for each item under “Level of Experience” **AND** one box for each item under “Frequency”).

<p>LEVEL OF EXPERIENCE: Mark the appropriate box that best describes your level of experience for each item. <u>There should be 1 check mark for each item.</u></p> <p>FREQUENCY: Check the appropriate box that best describes how often you performed each item. <u>There should be 1 check mark for each item.</u></p> <p>NOTE: There should be a total of TWO check marks for each item. ONE check mark for “Level of Experience” and ONE check mark for “Frequency.”</p> <p>ITEMS:</p>									
	Not performed	Performed task for less than 6 months.	Performed task for 6 months but less than 1 year.	Performed task for 1 year but less than 2 years.	Performed task for 2 years or more.	Performed DAILY	Performed WEEKLY	Performed MONTHLY	Not Performed
1. Using tactile and visual inspections, independently surveys and assesses the condition of historical documents, bound volumes, maps, artifacts, and related materials to determine their preservation needs.									
2. Using standards of practice, performs humidification techniques such as weights, blotters and other equipment, flattens documents, maps and other related materials.									
3. Using standards of practice, cleans surfaces of documents, bound volumes, maps and other related materials.									
4. Using standards of practice, removes tapes and fasteners from documents, bound volumes, maps and related materials.									
5. Following the standards of practice, mends tears on documents, bound volumes and maps for the purpose of stability.									
6. Following the standards of practice, mends tears on documents, bound volumes and maps for the purpose of stability.									

SECTION I
WORK EXPERIENCE – DOCUMENT PRESERVATION TECHNICIAN

INSTRUCTIONS: To respond appropriately to items “7 through 12”, check the corresponding box in each column that accurately reflects your work experience. (**NOTE:** You must check only one box for each item under “*Level of Experience*” **AND** one box for each item under “*Frequency*”).

<p>LEVEL OF EXPERIENCE: Mark the appropriate box that best describes your level of experience for each item. <u>There should be 1 check mark for each item.</u></p> <p>FREQUENCY: Check the appropriate box that best describes how often you performed each item. <u>There should be 1 check mark for each item.</u></p> <p>NOTE: There should be a total of <u>TWO</u> check marks for each item. <u>ONE</u> check mark for “<i>Level of Experience</i>” and <u>ONE</u> check mark for “<i>Frequency</i>.”</p> <p>ITEMS:</p>									
	Not performed	Performed task for less than 6 months.	Performed task for 6 months but less than 1 year.	Performed task for 1 year but less than 2 years.	Performed task for 2 years or more.		Performed DAILY	Performed WEEKLY	Performed MONTHLY
7. Following the standards of practice, encapsulate documents, maps, prints, and other related materials to protect them from damage.									
8. Prepares bound volumes, by using basic binding techniques, for public access and preservation.									
9. Places documents, maps, bound volumes, artifacts, and other related items into appropriate storage enclosures such as folders, boxes and custom made containers for protection, storage, or transport.									
10. Cleans, monitors, operates, and maintains lab equipment and facilities for safety and efficiency, using nontoxic products.									
11. Monitors supplies for the seamless operation of the preservation lab.									
12. Prepare documents, maps, bound volumes, artifacts and other related materials for storage using appropriate preservation standards of practice.									

**SECTION I
WORK EXPERIENCE – DOCUMENT PRESERVATION TECHNICIAN**

INSTRUCTIONS: To respond appropriately to items “13 through 14”, check the corresponding box in each column that accurately reflects your work experience. (**NOTE:** You must check only one box for each item under “Level of Experience” **AND** one box for each item under “Frequency”).

<p>LEVEL OF EXPERIENCE: Mark the appropriate box that best describes your level of experience for each item. <u>There should be 1 check mark for each item.</u></p> <p>FREQUENCY: Check the appropriate box that best describes how often you performed each item. <u>There should be 1 check mark for each item.</u></p> <p>NOTE: There should be a total of <u>TWO</u> check marks for each item. <u>ONE</u> check mark for “Level of Experience” and <u>ONE</u> check mark for “Frequency.”</p> <p>ITEMS:</p>										
	Not performed	Performed task for less than 6 months.	Performed task for 6 months but less than 1 year.	Performed task for 1 year but less than 2 years.	Performed task for 2 years or more.		Performed DAILY	Performed WEEKLY	Performed MONTHLY	Not Performed
13. Cuts paper-based materials for preservation and exhibition purposes using the appropriate cutting equipment.										
14. Fabricates custom folders, portfolios, manuscript boxes, phase boxes, clamshell boxes, and other appropriate enclosures to preserve library materials.										

**SECTION II
 KNOWLEDGE, SKILL OR ABILITY (KSA) ASSESSMENT –
 DOCUMENT PRESERVATION TECHNICIAN**

INSTRUCTIONS: To respond appropriately to items “1 through 14”, check the box in the column that accurately reflects your level of the KSA for each of the following areas. Please check **ONE** box per item.

<u>Definition of Levels:</u>				
	Extensive Knowledge or Ability	Moderate Knowledge or Ability	Limited Knowledge or Ability	No Knowledge or Ability
<p>Extensive Knowledge or Ability: I have applied this KSA in an actual setting while performing a fulltime job independently for 2 years or more.</p> <p>Moderate Knowledge or Ability: I have applied this KSA to perform task in a fulltime position for at least 2 years, but may require general supervision.</p> <p>Limited Knowledge or Ability: I have education or training relevant to this KSA, but have not applied it to an actual job.</p> <p>No Knowledge or Ability: I have no experience, education or training relevant to this KSA.</p>				
1. Knowledge of document and book preservation surveying and assessment techniques to determine the preservation needs of the collection.				
2. Knowledge of preservation procedures.				
3. Knowledge of humidification principles and techniques to flatten documents.				
4. Knowledge of preservation standards of practice for cleaning various collection materials.				
5. Knowledge of when and how to safely remove tape from library materials.				
6. Knowledge of when and how to safely remove fasteners from library materials.				
7. Knowledge of preservation standards of practice for encapsulating documents.				
8. Knowledge of preservation standards of practice for mending library materials.				
9. Knowledge of basic book binding techniques and equipment.				
10. Knowledge of archival storage techniques.				
11. Knowledge of preservation documentation techniques.				
12. Knowledge of supplies used for preservation.				
13. Knowledge of tools and equipment used to mount and maintain exhibits.				
14. Knowledge of paper-based materials used in preservation.				

**SECTION II
KNOWLEDGE, SKILL OR ABILITY (KSA) ASSESSMENT –
DOCUMENT PRESERVATION TECHNICIAN**

INSTRUCTIONS: To respond appropriately to items “15 through 25”, check the box in the column that accurately reflects your level of the KSA for each of the following areas. Please check **ONE** box per item.

Definition of Levels:				
	Extensive Knowledge or Ability	Moderate Knowledge or Ability	Limited Knowledge or Ability	No Knowledge or Ability
<p>Extensive Knowledge or Ability: I have applied this KSA in an actual setting while performing a fulltime job independently for 2 years or more.</p> <p>Moderate Knowledge or Ability: I have applied this KSA to perform task in a fulltime position for at least 2 years, but may require general supervision.</p> <p>Limited Knowledge or Ability: I have education or training relevant to this KSA, but have not applied it to an actual job.</p> <p>No Knowledge or Ability: I have no experience, education or training relevant to this KSA.</p>				
15. Knowledge of appropriate preservation techniques for a variety of materials including print, manuscripts, bound and published, photographic, and different paper types.				
16. Knowledge of historical bookbinding processes.				
17. Skill to safely use humidification materials and equipment.				
18. Skill to use the appropriate tools and techniques to clean various collection materials.				
19. Skill to use appropriate tools and methods to remove tape without damaging the document.				
20. Skill to use appropriate tools and methods to remove fasteners without damaging the document.				
21. Skill to use appropriate tools and techniques to mend documents.				
22. Skill to use appropriate equipment in encapsulation.				
23. Skill to repair and reassemble bound volumes to perform appropriate conservation treatment to prevent further deterioration.				
24. Skill to make custom storage enclosures using appropriate equipment.				
25. Skill to properly document the condition of materials prior to treatment or exhibition.				

**SECTION II
KNOWLEDGE, SKILL OR ABILITY (KSA) ASSESSMENT –
DOCUMENT PRESERVATION TECHNICIAN**

INSTRUCTIONS: To respond appropriately to items “26 through 40”, check the box in the column that accurately reflects your level of the KSA for each of the following areas. Please check **ONE** box per item.

<u>Definition of Levels:</u> <p>Extensive Knowledge or Ability: I have applied this KSA in an actual setting while performing a fulltime job independently for more 2 years.</p> <p>Moderate Knowledge or Ability: I have applied this KSA to perform task in a fulltime position for at least 2 years, but may require general supervision.</p> <p>Limited Knowledge or Ability: I have education or training relevant to this KSA, but have not applied it to an actual job.</p> <p>No Knowledge or Ability: I have no experience, education or training relevant to this KSA.</p>				
	Extensive Knowledge or Ability	Moderate Knowledge or Ability	Limited Knowledge or Ability	No Knowledge or Ability
26. Skill to operate and maintain equipment used in a preservation facility.				
27. Skill to use matting, framing, and mounting techniques.				
28. Skill to safely use cutting equipment.				
29. Skill to detect pests in a library facility.				
30. Skill to take appropriate preservation measure to stabilize materials in order to make them available for use.				
31. Skill to adapt best historical binding techniques and practices to modern preservation situations.				
32. Ability to visually inspect a variety of collection items.				
33. Ability to assess the specific storage needs of an item to construct a custom enclosure.				
34. Ability to survey the condition of items.				
35. Ability to keep accurate records.				
36. Ability to organize inventory.				
37. Ability to stand for long periods at a workbench.				
38. Ability to perform repetitive tasks.				
39. Ability to handle rare library materials without causing damage.				
40. Ability to lift and move at least 25 pounds.				



QUALIFICATIONS ASSESSMENT RETURN AND MAILING PROCEDURES

YOUR COMPLETED STANDARD STATE APPLICATION (STD.FORM 678) AND QUALIFICATIONS ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURE. Do not attach any additional documents to this Qualifications Assessment or send any forms/documents in advance as additional documents will not be rated. This Qualifications Assessment will account for 100% of the weight of your examination for this classification. **You may mail or deliver in person the completed package to the following address:**

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

Attention: Document Preservation Technician Exam

NOTE:

- Candidates whose Qualifications Assessment is postmarked, personally delivered, or received via interoffice mail after the cutoff date will be eliminated.
- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.
- The Standard State Application (STD 678) may be downloaded from the California Department of Human Resources (CalHR) website at Jobs.Ca.Gov

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935 (a):

“The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:

- (4) Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf**

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINTED): _____

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT