



**SUPERVISING LIBRARIAN SERIES
OPEN CONTINUOUS EXAMINATION**

This multi-level examination is for:
Class Code: 2944 – Supervising Librarian I
Class Code: 2935 – Supervising Librarian II
Class Code: 2917 – Principal Librarian

Department(s): CALIFORNIA STATE LIBRARY
Opening Date: AUGUST 10, 2015
Final Filing Date: CONTINUOUS
Type of Examination: OPEN
Salary: MONTHLY RANGE –
SUPERVISING LIBRARIAN I \$5004 - \$6266
SUPERVISING LIBRARIAN II \$5504 - \$6891
PRINCIPAL LIBRARIAN \$6052 - \$7576

INTRODUCTION

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

DEFINITION OF SERIES

Positions in these classes employ modern library programs including computerized programs and databases in collection development, acquisition, cataloging and classification, reference, circulation, and preservation of library materials; provide clientele with timely and relevant information in a cost-effective manner; provide access to and guidance in the use of information resources, both within the physical confines of the library and beyond the library through databases, telecommunication networks, and cooperative arrangements; provide services and information through print and special format materials (books, journals, photographs, videotapes, and electronic databases), bibliographic citations, and other reference information; provide direction to clients on how to locate relevant information which answers clients' questions; organize and classify materials; preserve and store physical holdings; keep informed of the latest library program and information technology developments as they relate to the performance of library functions; supervise professional and technical library staff either directly or through subordinate supervisors; and may have charge of a specialized library function including a law or medical library or a specialized library collection, or direct the work of a major subdivision of the California State Library.

POSITION DESCRIPTION

Supervising Librarian I

This is the working supervisory level in the series. Incumbents either (1) supervise a small staff including professional librarians and/or technical and clerical personnel; (2) act as an assistant supervisor for a major unit of the California State Library or in the largest most complex departmental libraries; or (3) are in charge of a medium to large departmental library which includes professional librarians and/or technical and clerical staff.

Supervising Librarian II

This is the full supervisory level in the series. Positions in this class either (1) plan, organize, and direct a medium to large staff of professional librarians involved in the work of a major function of the California State Library; or (2) direct the work of the largest, most complex departmental libraries or a large departmental medical or law library.

Principal Librarian

This is the highest supervisory level in the series. Incumbents either (1) plan, organize, and direct the work of a major subdivision of the California State Library; or (2) plan, organize, and direct the work of multiple libraries in a large department; or (3) plan, organize, and direct work of the law library at the California State Library or the Department of Justice.

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 may apply for and take this examination.

FILING INSTRUCTIONS

Final File Date: There is no final filing date. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

Where to Apply: Click the link at the bottom of this bulletin.

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 merged onto an eligible list in order of final scores, regardless of test date. 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. Unsuccessful competitors who do not attain a minimum rating of 70.00% must wait at least six months from the date of disqualification before reapplying.

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

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing 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 meeting 100% of the overall experience requirement.

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.

Education Requirements

All Levels:

Equivalent to graduation from a college or university and completion of a graduate degree from an accredited library school.

and

Experience Requirements:

Supervising Librarian I

Either I

Two years in the California state service performing professional librarian duties at a level of responsibility equivalent to that of a Librarian.

Or II

Three years of increasingly responsible and varied professional library experience, such as cataloging, reference work, library service projects, and the selection of library materials, at least one year of which must have included regular use of computerized databases.

Supervising Librarian II

Either I

One year in the California state service performing professional librarian duties at a level of responsibility equivalent to that of a Senior Librarian or a Supervising Librarian I.

Or II

Three years of experience performing professional librarian duties at a level of responsibility equivalent to that of a Librarian.

Or III

Four years of increasingly responsible and varied professional library experience such as having charge of a small library or subordinate section of a major library, at least one year of which shall have been comparable in level of responsibility to a Supervising Librarian I.

Principal Librarian

Either I

One year in the California state service performing professional librarian duties at a level of responsibility equivalent to that of a Supervising Librarian II.

Or II

Two years of experience performing professional librarian duties at a level of responsibility equivalent to that of a Supervising Librarian I or a Senior Librarian.

Or III

Five years of increasingly responsible and varied professional library experience, at least two years of which shall have been comparable in level of responsibility to a Supervising Librarian II in charge of a major section of a large library or a large independent branch library.

EXAMINATION INFORMATION

Supplemental Application Weighted 100% - The entire examination will consist of a Supplemental Application Questionnaire 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

Supervising Librarian I

Knowledge of: Theories, objectives, principles, and techniques of librarianship; standard reference materials; established techniques and practices for classifying and cataloging materials such as the Dewey decimal system and the Library of Congress system; reference interviewing techniques, standard search strategies, commonly used bibliographic information sources, and professional journals in the library field; computer systems search capabilities; library purposes, trends, and organizations; complex bibliography terminology; subject fields and where they are located within the California Government; programs of major libraries in California; principles and practices of supervision; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Apply professional knowledge to the practical problems of the job; establish and maintain cooperative relationships with library users, coworkers, supervisors, and others contacted during the course of work; provide effective customer services; use computer programs, systems, and databases to perform professional library functions; analyze situations accurately and take effective action; communicate effectively; provide leadership and apply creativity in the formulation of needed changes in complex library program methods and procedures; modify standard library practices and techniques; adapt computer programs and systems for library program use; plan, organize, direct, and evaluate the work of professional and technical and/or clerical personnel; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Supervising Librarian II

Knowledge of: All of the above, and advanced, complex problems of reference, research methods, cataloging, and other major library functions; principles of employee development and training; library administration and finance; economic and social trends as they relate to library program development; the Department's mission, goals, policies, and programs.

Ability to: All of the above.

Principal Librarian

Knowledge of: All of the above, and modern methods of program evaluation.

Ability to: All of the above, and develop and evaluate program criteria; effectively direct major library programs and the work of professional library staff; work effectively with top level management staff.

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.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 Supplemental Application Questionnaire. Please follow the directions for completion and submission of your exam.

[Supplemental Application Questionnaire Exam and instructions.](#)