

SUPERVISING LIBRARIAN, C.F.

**JOB ANALYSIS
BACKGROUND INFORMATION**

Date of Study: February 14 - 17, 2006

Collective Bargaining Identification: R03

Job Analysis Conducted By: Marian Dilley, Staff Services Manager I
Selection Services Section

John Yessen, Associate Personnel Analyst
Selection Services Section

Number of Incumbents: There are currently 15 incumbents in this classification per the State Controllers Office Filled/Vacant Position Report dated April 13, 2006.

Names of the Subject Matter Expert(s) and their background:

Rob Churchill, Assistant Superintendent of Correctional Education (Acting), Office of Correctional Education, Sacramento, CA

Rob has been with the Department for over 12 years. Currently, he supervises library programs and a Principal Librarian as the Assistant Superintendent of Correctional Education (Acting) and has done so for the last two years. Rob previously worked as a Supervisor of Academic Instruction (SAI) for six years at Folsom State Prison. He supervised the Librarian, C.F. and Senior Librarian, C.F. classifications during this time.

Jim Cripe, Supervisor of Correctional Education Programs (SCEP), Division of Juvenile Justice (DJJ), Education Branch, Sacramento, CA

Jim has been with the Department for 15 years. Currently, he supervises DJJ library programs as a SCEP/Principal-Manager and has done so for the last two years. He also currently works as a Principal Librarian (half-time). Jim previously worked as a SCEP/Supervisor of Academic Instruction (SAI) for three years at the N.A. Chaderjian Youth Correctional Facility and the Northern Youth Correctional Reception Center and Clinic schools. He supervised the Senior Librarian, C.F. classification during this time.

Names of the Subject Matter Expert(s) and their background: (continued)

Marylyn Barnett, Supervisor of Correctional Education Programs (SCEP), California State Prison, Sacramento, in Represa, CA

Marylyn has been with the Department for over 18 years. Currently, she supervises a library and the Senior Librarian, C.F. classification as the (SCEP) and has done so for the last eight years. She previously worked as a Supervisor of Academic Instruction (SAI) for three years at Pleasant Valley State Prison where she supervised a Librarian and a Senior Librarian. She has worked as a Teacher for a period of nine years with the California Youth Authority's Pine Grove Youth Conservation Camp. She also has worked as the SAI (Acting) at Mule Creek State Prison where she supervised the Librarian, C.F. and Senior Librarian, C.F. classifications for four months.

Philip Renteria, Senior Librarian, C.F., Deuel Vocational Institution (DVI), Tracy, CA

Philip has been with the Department for 20 years. For the last 20 years, he has been a Senior Librarian, C.F. and has been the lead for the Librarian, C.F. classification. Six of the 20 years were spent working at the Central California Women's Facility (CCWF) and the remainder has been spent working at DVI. Philip also previously worked as a Senior Librarian, C.F. litigation coordinator at CCWF for one year.

Judie Salter, Senior Librarian, C.F., California State Prison, Sacramento (SAC), Represa, CA

Judie has been with the Department for 10 years. Currently, she works as a Senior Librarian, C.F. at SAC and has done so for the entire time.

Roger Kevorkian, Librarian, C.F., Pleasant Valley State Prison (PVSP), Coalinga, CA

Roger has been with the Department for over 10 years. Currently, he works as a Librarian, C.F. at PVSP and has done so for the entire time. There has not been a Senior Librarian or Supervising Librarian at his location, so Roger has a rather large workload while still staying within the specified job duties relevant to the Librarian, C.F. classification.

LIBRARIAN, C.F. INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

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Other sources were viewed for information (e.g. _____); however, the information was not relevant to the job analysis and therefore not included.