



**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
OFFICE OF WORKFORCE PLANNING  
EXAMINATION FOR:**

**LIBRARIAN (CORRECTIONAL FACILITY)**

**GENERAL INSTRUCTIONS**

**Read instructions carefully**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for Librarian (Correctional Facility) 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 merged onto an eligible list. The list will be used by CDCR facilities statewide to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time bases you are interested in working. It is required that you personally complete this examination accurately and without assistance.

This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score.

1. Additional instructions are provided on the following pages.
2. This single examination enables you to apply for the Librarian (Correctional Facility) 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 Librarian (Correctional Facility). You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Montoya Act/Felony Conviction Disclosure (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (page 3)
- Address or Availability for Employment Changes (page 4)
- Minimum Qualifications (page 4)
- Specific Classification Interest and Required Credential Information (page 4)
- Job Requirements (page 5)
- Work Experience (page 6)
- Knowledge, Skill, and Ability Assessment (pages 7 and 8)
- Preparation for Hiring Interview (page 8)
- Recruitment Questionnaire (page 9)
- Supplemental Application Return and Mailing Procedures (page 9)
- Affirmation Statement (page 9)

**CANDIDATE INFORMATION**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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

\_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

**MONTOYA ACT/FELONY CONVICTION DISCLOSURE**

Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the CDCR’s Division of Juvenile Justice, Education Services Branch, shall undergo a thorough background investigation prior to appointment. Pursuant to the Education Code Section 45122 and Penal Code Sections 677 and 1192, **“No person who has been convicted of a violent or serious felony shall be employed by a school district.”**

To review the Education Code Section 45122, you can go to the following website:

<http://caselaw.lp.findlaw.com/cacodes/edc/45100-45139.html>

To review the Penal Code Section 667.5, subsection (c) for a listing of violent felony offenses, you can go to the following website:

<http://caselaw.lp.findlaw.com/cacodes/pen/654-678.html>

To review the Penal Code Section 1192.7, subsection (c) for a listing of serious felony offenses, you can go to the following website:

<http://caselaw.lp.findlaw.com/cacodes/pen/1191-1210.5.html>

Have you ever been convicted of a violent or serious felony?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**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 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 EMPLOYMENT FORM FOR CDCR ADULT AND YOUTH FACILITY LISTING ONLY**

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

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. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

**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.**

**NOTE:** California State Prison has been abbreviated to "CSP." Youth Correctional Facility has been abbreviated to "YCF."

**7238 UPPER NORTHERN REGION – If this box is marked, no further selection is necessary.**

**ADULT FACILITIES:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 0802 <b>Pelican Bay State Prison</b><br>Crescent City, Del Norte County | <input type="checkbox"/> 1802 <b>California Correctional Center</b><br>Susanville, Lassen County | <input type="checkbox"/> 1805 <b>High Desert State Prison</b><br>Susanville, Lassen County |
|--|--|--|

**7231 NORTHERN REGION – If this box is marked, no further selection is necessary.**

**ADULT FACILITIES:**

**YOUTH FACILITIES:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 0309 <b>Mule Creek State Prison</b><br>Ione, Amador County          | <input type="checkbox"/> 3417 <b>Richard A. McGee Correctional Training Center</b> , Galt,<br>Sacramento County          | <input type="checkbox"/> 3908 <b>O.H. Close YCF</b><br>Stockton, San Joaquin County                           |
| <input type="checkbox"/> 3423 <b>CSP, Sacramento</b><br>Represa, Sacramento County           | <input type="checkbox"/> 3901 <b>Deuel Vocational Institution</b><br>Tracy, San Joaquin County                           | <input type="checkbox"/> 3917 <b>N.A. Chaderjian YCF</b><br>Stockton, San Joaquin County                      |
| <input type="checkbox"/> 4804 <b>California Medical Facility</b><br>Vacaville, Solano County | <input type="checkbox"/> 4811 <b>CSP, Solano</b><br>Vacaville, Solano County   | <input type="checkbox"/> 3907 <b>Northern California YCF</b><br>Stockton, San Joaquin County                  |
| <input type="checkbox"/> 2102 <b>CSP, San Quentin</b><br>San Quentin, Marin County           | <input type="checkbox"/> 5505 <b>Sierra Conservation Center Conservation Camp Facility</b><br>Jamestown, Tuolumne County | <input type="checkbox"/> 0311 <b>Pine Grove Youth Conservation Camp Facility</b><br>Pine Grove, Amador County |
| <input type="checkbox"/> 3400 <b>Headquarters</b><br>Sacramento, Sacramento County           | <input type="checkbox"/> 3914 <b>California Health Care Facility</b><br>Stockton, San Joaquin County                     |   |
| <input type="checkbox"/> 3404 <b>Folsom State Prison</b><br>Represa, Sacramento County       |  |   |

**7232 CENTRAL REGION – If this box is marked, no further selection is necessary.**

**ADULT FACILITIES:**

- |   |   |
|---|---|
| <input type="checkbox"/> 1015 <b>Pleasant Valley State Prison</b><br>Coalinga, Fresno County    | <input type="checkbox"/> 2003 <b>Central California Women's Facility</b><br>Chowchilla, Madera County       |
| <input type="checkbox"/> 1513 <b>Wasco State Prison – Reception Center</b> , Wasco, Kern County | <input type="checkbox"/> 2004 <b>Valley State Prison</b><br>Chowchilla, Madera County                       |
| <input type="checkbox"/> 1514 <b>North Kern State Prison</b><br>Delano, Kern County             | <input type="checkbox"/> 2701 <b>Correctional Training Facility</b><br>Soledad, Monterey County             |
| <input type="checkbox"/> 1522 <b>Kern Valley State Prison</b><br>Delano, Kern County            | <input type="checkbox"/> 2708 <b>Salinas Valley State Prison</b><br>Soledad, Monterey County                |
| <input type="checkbox"/> 1605 <b>Avenal State Prison</b><br>Avenal, Kings County                | <input type="checkbox"/> 4005 <b>California Men's Colony</b><br>San Luis Obispo, San Luis Obispo County     |
| <input type="checkbox"/> 1606 <b>CSP, Corcoran</b><br>Corcoran, Kings County                    | <input type="checkbox"/> 1608 <b>California Substance Abuse Treatment Facility</b> , Corcoran, Kings County |

**7233 SOUTHERN REGION – If this box is marked, no further selection is necessary.**

**ADULT FACILITIES:**

**YOUTH FACILITIES:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 1307 <b>Calipatria State Prison</b><br>Calipatria, Imperial County (North) | <input type="checkbox"/> 3313 <b>Chuckawalla Valley State Prison</b><br>Blythe, Riverside County                         | <input type="checkbox"/> 5610 <b>Ventura YCF</b><br>Camarillo, Ventura County |
| <input type="checkbox"/> 1308 <b>Centinela State Prison</b><br>Imperial, Imperial County (South)    | <input type="checkbox"/> 3329 <b>Ironwood State Prison</b><br>Blythe, Riverside County                                   |   |
| <input type="checkbox"/> 1503 <b>California Correctional Institution</b><br>Tehachapi, Kern County  | <input type="checkbox"/> 3612 <b>California Institution for Men</b><br>Chino, San Bernardino County                      |   |
| <input type="checkbox"/> 1995 <b>CSP, Los Angeles</b><br>Lancaster, Los Angeles County              | <input type="checkbox"/> 3613 <b>California Institution for Women</b><br>Corona, San Bernardino County                   |   |
| <input type="checkbox"/> 3310 <b>California Rehabilitation Center</b><br>Norco, Riverside County    | <input type="checkbox"/> 3715 <b>R. J. Donovan Correctional Facility at Rock Mountain</b><br>San Diego, San Diego County |   |

## ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please notify the California Department of Corrections and Rehabilitation (CDCR) promptly of any address changes or availability for employment changes at the following address:

California Department of Corrections and Rehabilitation  
Division of Human Resources  
Office of Workforce Planning  
P.O. Box 942883  
Sacramento, CA 94283-0001

## MINIMUM QUALIFICATIONS

**Education Requirement:** Equivalent to graduation from college and completion of one additional year of graduate study in a library school accredited by the American Library Association. (Registration as a graduate student in a library school accredited by the American Library Association will admit applicants to the examination, but they must submit evidence of completion before they can be considered eligible for appointment.)

**NOTE:** Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

## SPECIFIC CLASSIFICATION INTEREST AND REQUIRED CREDENTIAL INFORMATION

Please indicate if you possess or have applied for the diploma for the required graduation from college and completion of one additional year of graduate study in a library school accredited by the American Library Association. (Registration as a graduate student in a library school accredited by the American Library Association will admit applicants to the examination, but they must submit evidence of completion before they can be considered eligible for appointment.)

### Requirements:

- I possess the required education (graduation from college) and completion of one additional year of graduate study in a library school accredited by the American Library Association; **or**
- I am registered as a graduate student in a library school accredited by the American Library Association.

## JOB REQUIREMENTS

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it may be grounds for elimination from the examination process.

1. Willingness to work in a State correctional facility at various custody/security levels.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Willingness to work in various mental health settings and programs within the institution and to work with inmates/youthful offenders, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Willingness to work with inmates/youthful offenders, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Willingness to work around peace officers armed with chemical agents and/or weapons.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Willingness to respond to changes in the work unit in a positive, professional manner.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Willingness to promote positive, collaborative, professional working relations among co-workers or other staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Willingness to work professionally with individuals from a wide range of cultural backgrounds.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Willingness to work in a team environment to complete assigned work tasks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Willingness to work alternate work schedules.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Willingness to work weekend work shifts (that is, Saturday and/or Sunday shifts) on an as-needed, regular, or rotating basis.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Willingness to work in various institutional work sites and locations alone or with very little interaction with co-workers and/or others.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Willingness to climb ladders up to heights of approximately 8 feet.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Willingness to work from high tiers (approximately 15 to 60 feet) above the ground.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Willingness to carry equipment and materials weighing up to 20 pounds to various areas on institution grounds.	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Willingness to wear protective clothing (e.g., vests, hard hats, glasses/goggles/masks, and appropriate footwear, etc.) as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments.	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Willingness to comply with annual tuberculosis screening requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Willingness to abide by and adhere to the institutional dress code.	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Willingness to comply with departmental training requirements and participate in on-going education specific to your work assignment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Willingness to report dangerous situations/contraband to supervisors and/or custody staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Willingness to independently supervise inmate/youthful offender library staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Willingness to participate in departmental legal activities (e.g., serve as an expert witness or material witness, serve as a defendant, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. Willingness to actively participate in the audit/peer review process.	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Willingness to report unethical and/or illegal behavior on the part of departmental staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## WORK EXPERIENCE

Under "Work Experience," for items 1 - 12, please indicate <b>Frequency:</b> A. If you have performed this task within the last 36 months B. How often you perform this task (Please select <u>one</u> box from "weekly" "monthly" and "annually" column)  <b>AND</b> <b>Level of Skill:</b> A. Indicate the level of skill that you have in performing this task (Please select <u>one</u> box from the "level of skill" column)  <b>NOTE: There should be <u>three</u> (3) checkmarks for each question.</b>	<b>F r e q u e n c y</b>				<b>L e v e l o f S k i l l</b>		
	Performed task within last 36 months	Weekly	Monthly	Annually	Performed task independently without assistance	Performed task with direction/assistance	Have <u>not</u> performed this task
1. Evaluating leisure materials (e.g., books, periodicals, books on tape, specialized multimedia reading/listening equipment, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Evaluating resources that promote literacy (e.g., low reading level/high interest books, weekly readers, books on tape, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Evaluating requests from library patrons related to law library services (e.g., court access, electronic delivery systems, legal software, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Analyzing/resolving collection development needs for the purchasing of materials and/or services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Participating in training to keep informed of new developments in library science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Supervising library staff to provide delivery of library assistance and technical services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Training library staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintaining order/security of working areas and work materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Performing professional level library work in connection with selecting, cataloging, loaning, or the reference use of books, electronic media, and other library materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Answering difficult reference questions from library patrons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Processing intra/inter-library loan requests for library patrons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Cataloging all library-related materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT**

For items 13– 40 please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA of each of the following areas.

**Definition of Levels:**

**No Knowledge, Skill or Ability:** I have little or no experience, education or training relevant to this KSA.

**Limited Knowledge, Skill or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.

**Extensive Knowledge, Skill or Ability:** I have applied this KSA in an actual setting while performing a job.

**KSA Level**

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

<b>Developing a recreation/leisure library collection</b>				
13.	Identifying budget needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Identifying space needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Identifying timeframes for completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Reviewing current library collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Evaluating library patron needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Soliciting information/suggestions from various resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Evaluating recreation/leisure catalogs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Soliciting vendor recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Ordering and receiving materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Cataloging for circulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Handling an overly demanding library patron who is upset and disruptive</b>				
23.	Evaluating the disruptive situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Remaining calm during the situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Evaluating the level of safety (e.g., be aware of your surroundings, notify staff if necessary, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Listening to patron's issue(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Suggesting alternatives (e.g., redirect the conversation, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Monitoring the individual's behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Calling for help if the situation escalates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Library technologies used in circulation, cataloging, research, etc., that could be used to modernize an outdated library</b>				
30.	Circulation tracking programs (e.g., Follett, Alexandria, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Touch screen monitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Printers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	Separate systems for staff vs. patrons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Networking equipment (e.g., servers, hubs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	Bar coding equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Internet access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Audio/Visual equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	Large print readers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT (CONTINUED)**

For items 41– 52 please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA of each of the following areas.

**Definition of Levels:**

**No Knowledge, Skill or Ability:** I have little or no experience, education or training relevant to this KSA.

**Limited Knowledge, Skill or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.

**Extensive Knowledge, Skill or Ability:** I have applied this KSA in an actual setting while performing a job.

		KSA Level		
		Extensive Knowledge, Skill or Ability	Limited Knowledge, Skill or Ability	No Knowledge, Skill or Ability
<b>Setting up, implementing and monitoring a school-wide/institution-wide Literacy Program for up to 1,500 library patrons</b>				
41.	Designing the program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42.	Coordinating with other programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.	Identifying the target population/needs (e.g., test scores, teacher/staff referrals, self referrals, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.	Identifying the literacy levels of the individuals in the literacy program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.	Identifying current library resources to be utilized (e.g., academic curriculum, publishers, catalogs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.	Identifying instructional technologies (e.g., Computer Assisted Instruction, audio-visual materials, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.	Identifying specific literacy programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	Identifying community resources (e.g., volunteers, tutors, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.	Advertising the program (e.g., post announcements, send mail, organize staff meetings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50.	Evaluating the program (e.g., implement tracking devices, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51.	Monitoring program growth (e.g., implement sign in/out sheet, track total participants, track participant increases, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52.	Literacy measurement (e.g., test scores increases, tutoring increases, increased calendar of events, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PREPARATION FOR HIRING INTERVIEW**

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received and any registration that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts in advance to expedite the process.

## RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination but are for the hiring authority's information.

### HOW DID YOU HEAR ABOUT THIS EXAMINATION?

Check the appropriate box below.

- Newspaper/Magazine Advertisement  
 Internet  
 California Department of Corrections and Rehabilitation employee  
 Recruitment Mailing  
 College/School  
 Job Fair/Career Fair  
 Other: \_\_\_\_\_

## SUPPLEMENTAL APPLICATION RETURN AND MAILING PROCEDURES

**Do not attach any additional documents** to this Supplemental Application or send any forms/documents in advance as additional documents will not be rated. This supplemental application will account for 100% of the weight of your examination for this classification.

**By mail to:**  
Department of Corrections and Rehabilitation  
Office of Workforce Planning  
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: Office of Workforce Planning, 101N

### NOTE:

- 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 Supplemental Application for your records.

## AFFIRMATION STATEMENT

### THIS AFFIRMATION MUST BE COMPLETED

I hereby certify that the information provided on this Qualifications Assessment Questionnaire 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: \_\_\_\_\_

**THIS COMPLETES THE EXAMINATION**