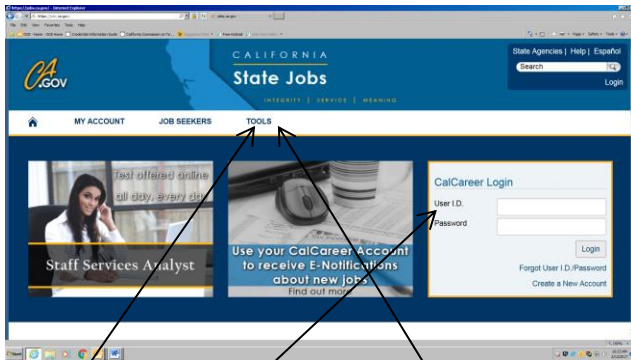


HOW TO GET A LIBRARY JOB AT THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATIONS

Step I SET UP JOB PROFILE FOR JOBS

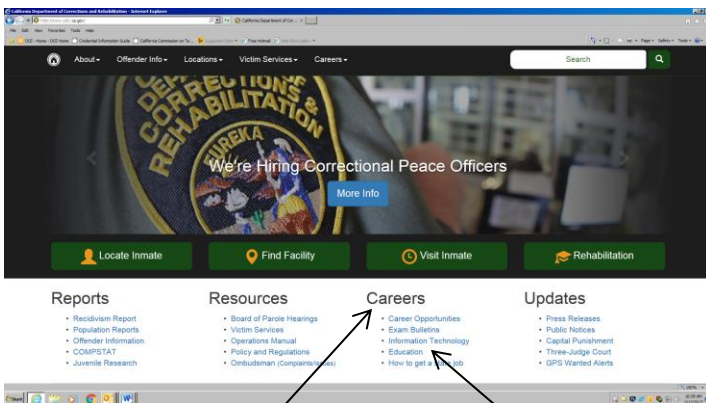
Go to www.jobs.ca.gov



1. In "Tools" arrow down to view Tutorials for job seekers.
2. Create *CalCareer Login* to develop personal profile.
3. For the State Application, hover or click on the "Tools" tab, click on *Standard Application forms*, Click on *State Application 678*.

STEP II JOB BULLETINS AND QUALIFICATION ASSESSMENT (QA) FOR PLACEMENT ON THE EMPLOYMENT LIST

Go to www.cdcr.ca.gov



1. Under "Careers" place cursor on "Education" and click.
2. Place cursor on "Education/Librarian Career Bulletins" and click for teacher information.
3. Move cursor down to "Library Services (Adult and/or Juvenile Facilities)" then click on "Exam Bulletin" for the position you are interested in.
4. Return to the previous screen and click on "QA" (Quality Assessment) for a specific program, print and fill out form along with the *State application 678* at www.job.ca.gov and mail to address on the last page of the QA form for placement on the employment list.

LIBRARY STAFF HIRING REQUIREMENTS

Library Technical Assistant

AA in Library Science

OR

2 years of library experience

Librarian

BA plus one year in library science master's degree program

Senior Librarian

BA plus one year in library science master's degree program **AND**

1. Two years of CDCR Librarian experience
- OR**
2. Three years of non-CDCR Librarian experience.



If you need additional information or further assistance contact CDCROCEJobs@cdcr.ca.gov.