



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

**LIBRARY TECHNICAL ASSISTANT (SAFETY)**

**GENERAL INSTRUCTIONS**

**Read instructions carefully**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for Library Technical Assistant (Safety) 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 Library Technical Assistant (Safety) 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 Library Technical Assistant (Safety). 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)
- Degrees/Certifications (page 6)
- Work Experience (page 6)
- Knowledge, Skill, and Ability Assessment (pages 7 and 8)
- Recruitment Questionnaire (page 8)
- Preparation for Hiring Interview (page 8)
- 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
------------------------------	-----------------------------	---

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

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

**ADULT FACILITIES:**

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

**YOUTH FACILITIES:**

- |   |
|---|
| <input type="checkbox"/> 3908 O.H. Close YCF<br>Stockton, San Joaquin County                              |
| <input type="checkbox"/> 3917 N.A. Chaderjian YCF<br>Stockton, San Joaquin County                         |
| <input type="checkbox"/> 3907 Northern California YCF<br>Stockton, San Joaquin County                     |
| <input type="checkbox"/> 0311 Pine Grove Youth<br>Conservation Camp Facility<br>Pine Grove, Amador County |

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

**ADULT FACILITIES:**

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

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

**ADULT FACILITIES:**

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

**YOUTH FACILITIES:**

- |  |
|--|
| <input type="checkbox"/> 5610 Ventura YCF<br>Camarillo, Ventura 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

### Either I

**Experience Requirement:** Two years of increasingly responsible subprofessional library experience, including work in book acquisition, cataloging, reference, and compilation of bibliographies.

### Or II

**Education Requirement:** Equivalent to completion of the requirements for an Associate of Arts Degree in Library Science.

**NOTE:** Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded an Associate of Arts Degree in Library Science.

## SPECIFIC CLASSIFICATION INTEREST AND REQUIRED CREDENTIAL INFORMATION

Please indicate if you possess the experience and/or the education requirement.

### Requirements:

- I possess the required two years of experience of increasingly responsible subprofessional library experience including work in book acquisition, cataloging, reference, and compilation of bibliographies.
- I possess the equivalent to an Associate of Arts Degree in Library Science.

## 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 carry equipment and materials.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to other employees, outside consultants, and/or member of the public.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Willingness to have and maintain sufficient strength, agility, and endurance to perform during stressful situations encountered on the job.	<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 and train inmate/youthful offender library staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Willingness to participate in departmental legal activities (e.g., serves 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 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
25. Willingness to comply with the ethical standards of your profession (e.g., American Library Association, Code of Conduct) and laws related to the practice of your profession.	<input type="checkbox"/> Yes <input type="checkbox"/> No
26. Willingness to travel to work sites away from assigned work location, which could require extended hours of work and/or overnight or multiple-day trips.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**DEGREES/CERTIFICATIONS**

Please mark the appropriate box(s) if you have any of the following degrees or certifications.

<input type="checkbox"/>	Associate of Arts Degree in Library Science
<input type="checkbox"/>	Bachelor of Arts Degree in any major with 12-18 units of Library Science courses
<input type="checkbox"/>	Equivalent of a Associate of Arts Degree in any major and a valid school library credential

**WORK EXPERIENCE**

Under "Work Experience," for items 1 - 23, please indicate <b>Frequency:</b> A. If you have performed this task within the last 36 months B. How often you perform this task <i>(Please select one box from "weekly" "monthly" and "annually" column)</i>  <b>AND</b> <b>Level of Skill:</b> A. Indicate the level of skill that you have in performing this task <i>(Please select one box from the "level of skill" column)</i>  <b>NOTE: There should be <u>three</u> (3) checkmarks for each question.</b>	Frequency			Level of Skill			
	Performed task within last 36 months	Weekly	Monthly	Annually	Performed task independently without assistance	Performed task with direction/assistance	Have not performed this task
1. Circulating library 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 overdue/fines regarding library material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Delivering/retrieving library materials off-site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Initiating the procurement process in the selection and delivery of library materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cataloging library materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Pre-cataloging library materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Processing library materials for use and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintaining a complete shelf list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Training library staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Evaluating library staff on performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Supervising library staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Processing inter-library loan requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Researching reference questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Answering reference questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Maintaining order/security of library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Maintaining time keeping forms and supervisory reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Maintaining security and control of inmates/youthful offenders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Maintaining control of tools and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Inspecting premises for contraband (e.g. weapons or illegal drugs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Operating standard business office machines and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Filing materials utilizing standard practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Performing data processing techniques related to library/information science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Preparing/maintaining statistical reports	<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 24– 51 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
--	--	---

	Researching library material for a subject bibliography			
24.	Identifying current library resources used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Utilizing key word search in computer for subject research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Researching card catalog or shelf list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Researching existing bibliographies in standard works (e.g., almanac, encyclopedia, periodicals, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Consulting style manual for format of bibliography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Inter-library loans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Communicating with individuals with limited communication skills</b>			
30.	Using open ended questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Determining language being used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Contacting an interpreter, if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Contacting support staff if a disability is suspected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Using written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	Presenting yourself in a calm and non-threatening manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Contacting your supervisor, if necessary for assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Library technologies used in classification and cataloging</b>			
37.	Utilizing Library of Congress Subject Headings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Utilizing Anglo-American Cataloging Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Utilizing Dewey Decimal System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	Utilizing computer programs (e.g., Ohio Computer Library Cataloging (OCLC), Follett Systems, Winnebago, Searcy, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41.	Utilizing Sears List of Subject Headings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42.	Utilizing Library of Congress Classifications (LC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.	Utilizing Library of Congress In-Publication Cataloging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Training/supervising library staff</b>			
44.	Evaluating the skills of new staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.	Developing a plan of action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.	Reviewing job description/duty statements with staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.	Establishing job expectations and disciplinary procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	Documenting staff performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.	Following written procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50.	Completing progress reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51.	Evaluating performance of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

For items **52–56** 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**

<b>Extensive Knowledge, Skill or Ability</b>	<b>Limited Knowledge, Skill or Ability</b>	<b>No Knowledge, Skill or Ability</b>
--	--	---------------------------------------

Training/supervising library staff (Continued)				
52.	Conducting security and safety training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53.	Recommending additional training, if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54.	Monitoring the usage of library tools, equipment and supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55.	Utilizing communication skills while maintaining good judgment while interacting with staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56.	Encouraging staff to assume more responsibility with permission	<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**