

STATE

OF

CALIFORNIA

ARCHIVIST I

OPEN, SPOT - SACRAMENTO



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. It is an objective of the state of California to achieve a drug-free state 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.

DEPARTMENTAL OPEN, SPOT – SACRAMENTO FOR SECRETARY OF STATE

HOW TO APPLY:

Applications (STD 678) are available at the HR counter or online at <https://jobs.ca.gov/pdf/std678.pdf> and may be filed in person or by mail with:

Secretary of State
Attn: Mike Green
1500 - 11th Street, Suite 475
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

FINAL FILING DATE: November 13, 2017

Applications (STD 678) must be **POSTMARKED** no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

PERFORMANCE EXAM AND QUALIFICATIONS APPRAISAL PANEL (QAP):

It is anticipated that the performance exam and the QAP will be held approximately the week of December 11, 2017.

SALARY: \$4,412 - \$5,522

ELIGIBLE LIST INFORMATION:

A departmental eligible merged list will be established for the Secretary of State. Names of successful competitors are merged into the list in order of final scores regardless of date. List eligibility will expire after 24 months. Candidates must wait 12 months before retaking the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applicants must meet the education and experience requirements for this examination by the final filing date. It is your responsibility to make sure you meet the education and experience requirements stated below. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

Experience: Two years of professional experience in archival work or historical research or in the manuscript department of a research library.

and

Education: Equivalent to graduation from college. (Possession of the equivalent of a master's degree with specialization in history may be substituted for the required experience.)

THE POSITION:

Under general direction and Archival program guidelines, the Archivist I is responsible for: preparing inventories, guides, indexes, and other research tools for access to archives collections; documenting the acquisition of historical materials to achieve legal and physical control; reviewing records retention schedules to identify items of historical value; contacting agency and legislative offices to facilitate the transfer of historical records; facilitating the use of archival records by researchers utilizing inventories, guides, indexes, and other research tools; conducting research using a variety of resources; conducting historical research in response to researchers' requests using a variety of resources including archival records; and using archival principles, analyzing records to determine their historical value; using archival preservation standards,

EXAMINATION INFORMATION:

This examination will consist of a performance exam weighted 40% and an oral interview weighted 60%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each phase of the exam.

PERFORMANCE EXAM – 40%

SCOPE:

- A. Broad knowledge of:
 1. California history and California State and local government organization and functions to effectively meet archival program needs.
 2. Current historical research methodologies to conduct research to meet archival program needs.
- B. Skill to:
 1. Effectively prepare and maintain guides, inventories, and indexes to archival collections.
- C. Ability to:
 1. Analyze the contents of documents to determine historical value and physical condition.
 2. Effectively communicate in writing information about archival principles, policies, and records.

QUALIFICATION APPRAISAL PANEL – 60%

SCOPE:

- A. Broad knowledge of:
 1. Information resources to assist users in their research.
 2. Methods of preserving archival records and other materials.
- B. Skill to:
 1. Verbally obtain and/or provide clear information to a group or an individual.
- C. Ability to:
 1. Analyze complex research inquiries to identify and meet information needs.
 2. Effectively adapt to changing priorities and duties.
 3. Effectively communicate orally information about archival principles, policies and records.
 4. Effectively interact with others in a courteous, professional manner.
 5. Effectively work and use resources with a high degree of independence.
 6. Effectively read and clearly understand written information about archival principle, policies and records.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**ARCHIVIST I
BU30 - 2805**

**FINAL FILING DATE: 11/13/2017
EXAM CODE: 7SS02**

Career credits are not granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Secretary of State's Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Secretary of State's Personnel Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Secretary of State reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

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, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 also persons retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices. Veterans' preference points are not granted in promotional examinations

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 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

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will 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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of services in an exempt position, and 3) individuals who have served on full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay (Telephone) Service for the Deaf or Hearing-impaired:

From TDD phones: 1-800-735-2929
From voice: 1-800-735-2922