



Date: January 16, 2013

To: Civil Service Commission

From: Glenda Williams, Director, Library Services *G. Williams*

Subject: REQUEST FOR SELECTIVE CERTIFICATION – DEPARTMENT LIBRARIAN II

The Department of Library Services requests your approval for Selective Certification in the classification of Department Librarian II. Personnel Requisition LS13-004 has been submitted for approval to permanently fill one position. The skills, knowledge, and abilities needed for this position differ significantly from those of the Department's other Department Librarians including but not limited to experience, knowledge and training related to reference, programs, grant writing, centralized collection development, technology-based programming and outreach for Youth Services. Therefore, selective certification is required. This request is in accordance with Article IV, Section 28 of the Civil Service Rules and Regulations.

The additional specialized skills will be identified by candidates within the supplemental questionnaire.

Please contact Rachel Rock, Administrative Officer, at 570-6110 if you have any questions or need additional information.

cc: Darla Wegener, Main Library Manager
Rachel Rock, Administrative Officer

CIVIL SERVICE DEPT.
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RECEIVED

Human Resources Approval	
<i>K. Anderson</i>	1/10/2013
Director or Designee	Date

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR SELECTIVE CERTIFICATION

Civil Service Rules and Regulations Section 28
Civil Service Commission Policy Not Applicable

Form completed by: Rachel Rock, Administrative Officer, Library Services Department

Date: 01/09/2013

Section 1: To be completed by requesting department.

To be completed by department

Civil Service Dept. Verification

A requisition is required. The requisition number is: # LS13-004.
Has the requisition been received in the Civil Service Department?

Yes No

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Title of classification. Department Librarian II

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Number of vacancies to be filled by this selective certification request.

1

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The specific skills that are being requested. **Experience, knowledge and training related to reference, programs, grant writing, centralized collection development, technology-based programming and outreach for Youth Services.**

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The reason for the need for specific skill. **Designated position will lead Youth Services collection development for the department**

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If the specific skill has been assessed. **Skills will be assessed through required supplemental questionnaire and qualifications listed on the job bulletin. In addition the candidates will be asked specific questions and to demonstrate specific skilled tasks during the interview process.**

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When the need for the specific skill was identified. **Youth services skills have been a department necessity for years.**

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Was the specific skill identified on the job opportunity bulletin as a desirable qualification? **Specialized skills will be identified by candidates within the supplemental questions.**

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If the request will require generation of a new eligible list. **Recruitment currently in progress.**

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Quantification of the need for the request.
(Do other employees in the work area have the requested skill? How much time will the employee be required to use the skill? Will this replace an employee with the same skill?) **This will replace an employee with the same skills who has retired. The employee will be required to use the skills daily.**

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Attendance at the Civil Service Commission

- Requesting department.

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Notes:

Reviewed 1/10/13 M. George