



## Civil Service Department

# Request for Selective Certification Form

### PURPOSE:

To request a selective certification for a department.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 28:

“When a vacancy occurs in a classification composed of more than one position and an appointing authority informs the Commission, in writing, that the vacant position requires, in addition to the classification's minimum qualifications, special skills, knowledge, or abilities not required of other employees in the classification, the Commission, at its discretion, shall authorize the Executive Director to certify only the names of those on the eligible list who possess the particular skill, knowledge or ability. Authorization for certification under this section shall be granted if the Commission considers the written justification provided by the appointing authority to be satisfactory. Otherwise, certification shall be in accordance with Section 27 of these rules and regulations.”

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes the request for selective certification.
  - The requesting department completes Section I of this form and Civil Service completes Section II of this form.
- Request Form emailed to Civil Service Department Executive Assistant
- Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE FORM COMPLETED:** March 25, 2020 **DEPARTMENT:** Library

**REQUISITION NUMBER:** LS20-012 **TITLE OF THE CLASSIFICATION:** Senior Librarian

**Form completed by:** Amber Ahlo, Administrative Officer

**Number of vacancies to be filled by the selective certification request:** 1

**Describe the specific skills that are being requested.** Expert-level understanding of the use and management of Automated Systems used in Library Services; specifically, Bibliographic Control, Acquisitions, Integrated Systems, and Library Technology and Digital Services.

**Describe the reason for the need of the specific skill.** Library Services has specialized technical equipment and processes necessary for the Department to function. We require a Senior Librarian with specialist knowledge of the technical side of library work to assist in managing these functions.

**Do other employees in the work area have the requested skill?** ☐ Yes ☒ No

**How much time will the employee be required to use the skill?** 100% of the position duties will involve specialized knowledge in library information systems.

**Will this replace an employee with the same skill?** ☒ Yes ☐ No

**Describe how the specific skill was assessed.** Skill was assessed via supplementary Questions: Do you possess any desirable qualifications in Bibliographic Control, Cataloging, Acquisitions, Contract Management, Library Automation, Technical Services. The Department would like CS to provide a filtered eligible list of candidates who have identified the requested skills.

**Was the specific skill identified on the job opportunity bulletin as a desirable qualification?** ☒ Yes ☐ No

**Will this request require a new recruitment and eligible list?** ☐ Yes ☒ No

**SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:**

☐ **Request received by Civil Service. Date Received:** Click or tap here to enter text.

☐ **Requisition submitted:** ☐ Yes ☐ No

☐ **Was the specific skill identified on the job opportunity bulletin as a desirable qualification?** ☐ Yes ☐ No

☐ **Verify that specific skill was assessed (i.e. supplemental questions, examination, etc.).**

☐ **Will this request require a new recruitment and eligible list?** ☐ Yes ☐ No

☐ **Provide notice to requesting department to attend Civil Service Commission Meeting.**

☐ **Suggested Action:** Please select action.



**Date:** April 15, 2020  
**To:** Civil Service Commission  
**From:** Caprice McDonald, Special Projects Officer  
**Subject:** **REQUEST FOR SELECTIVE CERTIFICATION – SENIOR LIBRARIAN**

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Correspondence has been received from Glenda Williams, Director, Library Services, requesting the Civil Service Commission authorize the selective certification from the Senior Librarian eligible list for individuals with experience, knowledge, and training specific to Bibliographic Control, Acquisitions, Integrated Systems, Library Technology, and Digital Services for the Automated Services Bureau. Staff has reviewed this request and recommends authorization of the selective certification in accordance with Article IV, Section 28 of the Civil Service Rules and Regulations and Section 2.26 of the Civil Service Commission Policies and Procedures.

Currently, there are two active eligible lists for Senior Librarian:

- Senior Librarian (E31NN-18), TEST #02 was established on January 23, 2018 and approved by the Civil Service Commission on February 7, 2018. Twenty-two candidates qualified and were placed on the eligible list. As of this date, three selections have been made from this list.
- Senior Librarian (E31NN-29), Test #01 was established on August 7, 2019 and approved by the Civil Service Commission on August 21, 2019. Twenty-seven candidates qualified and were placed on the eligible list. As of this date, two selections have been made from the list.

Personnel requisition #LS20-012 requesting a Senior Librarian position in the Automated Services Bureau has been received in the Civil Service Department.

Candidates on both active Senior Librarian eligible lists have not yet been evaluated for the specialized skill and experience. Amongst both eligible lists, there are sufficient candidates on the list to evaluate for the vacancy.

Upon Commission's approval of this request, candidates meeting the criteria will be contacted and required to complete a supplemental application that will provide staff with sufficient information to determine their eligibility for the selective certification. It is anticipated that the assessment will be completed by mid-May. Thereafter, the eligible names will be certified to the Library Services Department in accordance with Article 4, Section 28 of the Civil Service Rules and Regulations.

The Library Services Department has been informed that this request is on today's agenda. A department representative will be present to answer any inquiries from the Civil Service Commission.

**Date:** April 9, 2020

**To:** Civil Service Commission

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

**Subject:** **REQUEST FOR SELECTIVE CERTIFICATION – SENIOR LIBRARIAN**

The Department of Library Services requests your approval for Selective Certification in the classification of Senior Librarian. Personnel Requisition LS20-012 has been submitted for approval to permanently fill one vacancy. The skills, knowledge, and abilities for this position differ significantly from those of the Department's other Senior Librarians, including but not limited to experience, knowledge, and training related to Bibliographic Control, Acquisitions, Integrated Systems, Library Technology, and Digital Services for the Automated Services Bureau. 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 with the supplemental questionnaire.

Please contact Amber Ahlo, Administrative Officer, at (562) 570-6110 if you have any questions or need additional information.

cc: Christine Hertz, Automated Services Bureau Manager  
Amber Ahlo, Administrative Officer

<b>Human Resources Approval</b>	
TH 4.10.2020	
_____ Director or Designee	_____ Date

