



Date: May 13, 2020
To: Civil Service Commission
From: Caprice McDonald, Special Projects Officer
Subject: **COVID-19 RELATED: REQUEST FOR CHANGE OF EXAM PLAN – LIBRARY ASSISTANT**

Staff is recommending the Civil Service Commission authorize a change in examination plan for Library Assistant in accordance with Article III, Section 13(3) of the Civil Service Rules and Regulations. Library Assistant is a new classification, approved and adopted by the Civil Service Commission on September 18, 2019. The Library Services Department is the sole user of this classification. There are currently two vacancies in the Main Library Services Bureau. On December 11, 2019, the Civil Service Commission approved the job opportunity bulletin for Library Assistant as an open and competitive opportunity. Applications were made available December 13, 2019 through December 30, 2019.

During the filing period, 240 applications were received, which 137 met the minimum requirements to file for Library Assistant which were:

- Graduation from an accredited college with an Associate of Art's Degree, with courses in Library Science, Computer Technology, English, or related fields; OR
- Two years of full-time, paid experience performing clerical and technical library duties offering specific and substantial preparation for the duties of the classification.

The remaining 103 candidates did not possess the required education or experience required to file for the examination and have been notified of their disposition.

The original selection process consisted of a multiple-choice exam weighted 100%. A written exam would need to be developed for this new classification by staff and administered to all candidates meeting the minimum qualifications. During the COVID-19 health crisis, staff have been exploring alternative testing platforms that would allow candidates to test, while complying with the State of California's stay-at-home orders. Unfortunately, upon meeting with a vendor to develop this testing option it has been determined that a test is not readily available and would further delay the exam process.

Due to the unplanned challenges to test candidates during the COVID-19 health crisis, staff recommends that the examination plan change from a competitive examination process consisting of a multiple-choice exam weighted 100% to a non-competitive examination, comprised of a qualifying application and supplemental application, and a Training and Experience evaluation.

May 13, 2020

Page 2

Upon Commission's approval of this request, all 137 candidates, who have been deemed minimally qualified, will be invited to take part in the Training and Experience (T&E) evaluation. This changed process will require the candidates to complete a comprehensive supplemental questionnaire to derive more specific information about their qualifications as it relates to the Library Assistant classification. The information collected will support an assessment, conducted by Civil Service staff, of candidates' skills and knowledges. Candidates that qualify from the T&E will be placed on the eligible list, which will remain in effect for one year and subject to subsequent extensions.

During the selection interview process, the Library Services Department will further assess candidate's qualifications and abilities to determine if they are suitable for the position.

The Library Services Department has been apprised of the proposed change in the examination plan and concurs with staff's recommendation. Representatives from the Library Services Department will be present during the meeting should there be any inquiries from the Civil Service Commission.

CM

COVID19_CHANGE OF EXAM_LIBRARYASST 5.13.20.doc