



**City of Long Beach**  
Working Together to Serve

**Agenda Item No.**

**8 Memorandum**

**Date:** December 5, 2012

**To:** Civil Service Commission

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

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

The Department of Library Services requests your approval for Selective Certification in the classification of General Librarian. Personnel Requisition LS13-003 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 General Librarians. Therefore, selective certification is required. This request is in accordance with Article IV, Section 28 of the Civil Service Rules and Regulations.

As specified in the Examples of Duties section of the job opportunity bulletin, the position of General Librarian in the Automated Services Bureau will perform specialized technical work related to the use of the automated library system. The specialized skills being sought include acquisitions, cataloging, database maintenance and digital library services. Experience in Technical Services is asked to be described in the Supplemental Application. Skills will be assessed based on applicant's description of experience in these areas.

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

**cc:** Sloan Sakamoto, Manager, Automated Services  
Rachel Rock, Administrative Officer

**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  
Name/Title/Department

Date: 12-5-2012

**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: #LS13-003.  
Has the requisition been received in the Civil Service Department?

☒ Yes ☐ No

*S.A.*

Title of classification.

General  
Librarian

*S.A.*

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

1

*S.A.*

The specific skills that are being requested.

See  
attached  
memo

*S.A.*

The reason for the need for specific skill.

See  
attached  
memo

*S.A.*

If the specific skill has been assessed.

See  
attached  
memo

*S.A.*

When the need for the specific skill was identified.

See  
attached  
memo

*S.A.*

Was the specific skill identified on the job opportunity bulletin as a desirable qualification?

☒ Yes ☐ No

*S.A.*

If the request will require generation of a new eligible list.

No

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 is to fill  
a vacant  
position.  
The skills  
would be  
used the  
majority of  
the time

*S.A.*

Attendance at the Civil Service Commission  
• Requesting department.

Notes: