

Duty Statement

Exempt and Career Executive Assignment

☐ **Proposed**
(Submit to HR for Review)
☒ **Final**

Print or type.
See Specific Instructions on page 2.

A. Current Position Number 785-300-7500-001		B. Probationary Period	
C. Incumbent Name Chief, Archives Division		D. Classification/Job Title	
E. Effective Date			
F. Unit, Section, Division Archives Division		G. Location ☒ Sacramento ☐ Los Angeles	
H. Name of Immediate Supervisor/Manager Reggie Fair		I. Classification/Title of Immediate Supervisor/Manager Deputy Secretary of State, Operations	
J. Designation CEA B	K. Time Base ☒ Full Time ☐ Part Time ☐ Other		L. Tenure ☒ Permanent ☐ Permanent Intermittent ☐ Limited Term ☐ Intermittent ☐ Other
M. Work Schedule	N. Work Hours	O. Work Week Group E	
P. Background Check Required ☐ Yes *Governor's Application Process ☐ No	Q. Job Requires Driving Automobile ☐ Yes ☐ No	R. P.O.S.T. Certification Required ☐ Yes Click here to enter text. ☐ No	

Section II JOB DESCRIPTION

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Secretary of State, the incumbent is responsible to plan, direct and manage the complete operation of the State Archives; working on coordination with the Museum Director; assist in the implementation of the public-private partnership through the tenets of the Memorandum of Understanding between the Secretary of State and the Golden State Museum Public Benefit Corporation for determining the present and future historical and legal significance of records and other media used in the Archives and Museum for litigation, research, and public interpretation; to direct difficult and complex historical research; to monitor the condition and take appropriate action with respect to protecting and preserving California State Archives materials and documents on display in the Museum; to recommend legislation and policy on archival and museum matters affecting the Legislature, Governor's Office, courts, local governments, other agencies, and the public; to create and administer policies and procedures for the acquisition of archival materials, their preservation, analysis, use and the determination of whether information shall be open to the public or restricted under grounds of law, regulation or privacy rights; to develop policies, set priorities for, and direct the statewide government oral history program; to establish policies and procedures for a multi-faceted exhibit and public information program on state political and historical issues, problems and controversies; to develop and administer an outreach program from the California State Archives to local governments within the state for assisting in the proper care, cataloging and maintenance of local governmental records; to establish policies and practices to ensure that the primary legal records of the State are safeguarded.

ESSENTIAL FUNCTIONS *

40% ☒ Directs the work of a professional archives, research, and support staff; directs the analysis and interpretation of records and other media maintained by State and certain local agencies, to establish their significance as legal and historical documents; determines policies, technical parameters, and priorities required for the preservation, safekeeping and use of archival and museum materials; directs the preparation of indexes, guides and computer databases to archival and museum holdings; directs independent research in archives and other records to obtain original data in order to answer questions on matters of state legal or historical interest; directs the preparation of studies on the history and contemporary impact of state policies, institutions, persons, and objects; formulates policies and programs to provide for maximum use of state archival holdings and to interpret conflicts between laws on public access, privacy, and public disclosure as they relate to archival records.

Studies proposed legislation relating to archives, museums, state history, and public records management and access practices, and makes recommendations and evaluations concerning its possible effect; represents the Secretary of State at conferences, meetings and legislative hearings on matters relating to the State Archives and Museum Division.

25% ☒ Establishes and maintains cooperative relationships with legislators, the Governor's Office, the judicial branch, State and local agencies, boards and commissions, non-profit , support groups, universities, historical and archival groups, legal offices, and others contacted in the course of the work; addresses groups on the work of the agency and matters of state historical interest.

25% ☒ Directs the maintenance of necessary records and the preparation of reports and publications on the activities of the Archives and Museum Division; manages and evaluates the performance of professional assistants and supervisors; directs the preparation of correspondence, budgets, and reports; corresponds directly on archival matters with legislators, department directors, corporate officials and similar leaders; directs the establishment of state oral history program policy and guidelines, the preparation of oral history manuals and transcripts, and the selection of legislative, executive and other interviewees; develops and directs security procedures for a wide array of restricted state information and priceless state legal and historical materials.

Directs the development of programs and procedures and sets standards for the analysis and retention of state and private materials that possess historical and legal significance.

MARGINAL FUNCTIONS

10% ☒ Directs the study of archival facilities and equipment requirements and outlines budgetary needs; advises architects, engineers, and other contractors on policy and technical requirements for building and equipping large archival facilities; assists in the administration and implementation of a public-private partnership for governance of the Archives-Museum.

Section III

EMPLOYEE/SUPERVISOR STATEMENT

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with team members and others during the course of your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

☐ YES

☐ NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME) ➡	EMPLOYEE SIGNATURE ➡	DATE SIGNED ➡
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ➡	SUPERVISOR SIGNATURE ➡	DATE SIGNED ➡
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