



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Museum Technician	549-683-2870-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sierra District	Museum Technician	R11
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Lake Sector	Ed Z'berg Sugar Pine Point State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Museum Curator II
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The reporting location for this position is Ed Z'berg Sugar Pine Point State Park. This position will work under the direction of the Sierra District Museum Curator II. The Museum Technician will assist the District Curator in skilled tasks relating to the documentation, maintenance, and preservation of museum objects in the district's permanent collection, including: specialized artifact care and cleaning, museum collections cataloguing and registration, collections inventory, and general collections maintenance. The museum technician will also assist the District Curator in training seasonal staff, preparing artifact evacuation plans in preparation of wildfire and flood threats, as well as California Native American Graves Protection and Repatriation Act (CalNAGPRA) repatriation responsibilities as required under AB275. Daily work locations will vary with specific assignments throughout the District.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<u>COLLECTIONS CARE & HOUSEKEEPING</u> Routinely performs direct care and inventory of artifacts and applies preservation techniques in the specialized cleaning of historical objects, furnishings, and art objects. Conducts pest and security inspections of exhibit and storage facilities and monitors and maintains record of climatic conditions of artifact exhibit and storage locations. Maintains housekeeping and maintenance program in Maximo database for the routine care of artifacts and for facilities where historic objects are stored or displayed. Completes Museum Collections Facility Index (MCFI) surveys for facilities where historical objects are stored or displayed and enter information into MCFI database.	
25%	<u>ARTIFACT REGISTRATION & CATALOGUING</u> Assist the Museum Curator II with museum object donations correspondence and registration process. Registers, catalogs, and labels museum objects. Creates electronic museum collections records in TMS (The Museum System). Prepares and keeps record of various museum collections and artifact activity forms. Assembles boxes and packs artifacts for storage. Helps maintain artifact storage areas. Assists Museum Curator II in the completion of internal and external research requests involving historical objects.	
25%	<u>DISASTER PREVENTION, PLANNING, & RECORDING</u> Assists Museum Curator II with preparation of artifact wildfire and flood evacuation plans districtwide. Specific tasks will involve inventory, updating artifact records, and edits to exhibits.	

	To help combat disasters by humans, the Museum Tech will assist with enforcing access protocols in visitor centers, museums, and artifact storage facilities, and assist with documenting theft and vandalism to cultural and historic resources throughout the District. Additionally, they will assist the Museum Curator II as on-site museum collections monitor for small projects in areas with artifacts, or historical furnishings and facilities to ensure artifact protection.	
15%	<u>CaINAGPRA RESEARCH & STAFF TRAINING</u> Assists Curator II with the following CaINAGPRA driven collections tasks: conduct research and inventories to identify relevant objects and documents; locate and prepare cultural objects and records for consultations; record information conveyed during consultations; maintain object records; handle tribal requests for information relating to all District collections. Assist Curator II with seasonal staff and docent training and monitoring. Maintain current knowledge of archival products and materials appropriate for particular artifacts or material types.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Working in the interior and exteriors of non-historic and historic structures around historic artifacts. Exposed to cleaning products, dust, mold, and waste from rodents and other pests. Daily and frequent use of computer and a variety of office software applications including "The Museum System" (TMS) at a work station or remotely. Occasional to frequent work outside of office. May be exposed to extreme weather and traffic conditions. Work week is Monday through Friday with occasional weekend or evening assignments. Ability to bend, stoop, lift, and sit/stand for long period of time.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. This position requires a state uniform, which must be worn at all times while on duty. The work week for this position is Monday through Friday. Occasional weekend or evening hour assignments may be scheduled. Hours are typically 8 am to 4:30 pm. Position may require operating a state vehicle. This position may work up to 1500 hours per year.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE