



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Park Interpretative Specialist (Seasonal)	549-694-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Park Interpretive Specialist (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Delta Sector	Brannan Island State Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor, Cultural Resources Program
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the direction of the Supervisor, Cultural Resources Program, the Park Interpretative Specialist (Seasonal) serves as a curatorial assistant, caring for museum collections and working on digitizing the District's archival records. Duties will include assisting with the program of caring for and preserving museum objects and documents in Diablo Range Document, focusing on the Delta units. The work can include unpacking, inventory assessment, handling, cleaning cataloguing, object photography, scanning, and rehousing of museum objects. Employees who work to support State Vehicle Recreation Areas (SVRA) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and help ensure program transparency, accountability and compliance (TAC) goals are met.		
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	
45%	District Records Management Program oversight for the planning and organizing of a records management program for the district, including digitization efforts, transfer of records off-site, and destruction of records. This position will work with the Museum Technician to establish policies and procedures for district records management that are consistent with Department Curatorial programs and record retention guidelines. Organize files in a manner that facilitates efficient and effective retrieval of information. Coordinate with other supervisors and program managers in relation to record management for their program areas. Ensure the appropriate disposition of records.	
30%	COLLECTIONS MANAGEMENT Provide assistance with moving collection items, boxes, and preservation supplies and equipment. Assist as needed with a variety of routine cleaning tasks related to the preservation of exhibits and collections at the Locke Boarding House Museum and Benicia Capitol State Historic Park.	

20%	ADMINISTRATION Assists in developing budgets for museum collections management support including programs for both Category I and Category II maintenance and for permanent intermittent staffing. Prepares documents associated with service contracts and performs purchasing utilizing PO's, DPR 285's, P-cards and petty cash, complete with all required supporting documents. Attends all required training and ensures that the curatorial training standards are maintained, including continuing education and in-service training. Provides responses to official correspondence, media requests and the public	
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 conditions include a combination of office work and field work. Work in hazardous situations (e.g., chemicals, etc). Work environment may have exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises.		
TELEWORK DESIGNATION This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. Willingness to travel throughout the State and work irregular hours. This position is required to wear a uniform.		
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