

DUTY STATEMENT

OFFICE OF EXPOSITION PARK MANAGEMENT

☐ Current
☐ Proposed

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Student Assistant	Operations Intern
NAME OF INCUMBENT:	POSITION NUMBER:
	314-601-4870-901
CBID/WWG/PROBATION:	UNIT NAME:
E / 2 / No Probation	Exposition Park Management
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
	Deputy General Manager
SCHEDULE / SHIFT:	REVISION DATE:
	7/3/2026

Duties Based on: ☐ FT ☐ PT– Fraction _____ ☐ INT ☒ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION**Check all that apply:**

- | | |
|--|--|
| ☐ Conflict of Interest Filing (Form 700) Required | ☐ EPA Section 608 Technician Certification |
| ☐ State Issued Uniform | ☒ Requires Fingerprinting & Background Check |
| ☐ Requires DMV Pull Notice | ☐ Bilingual Fluency (<i>specify below in Description</i>) |
| ☒ Medical Examination/Testing | ☐ Other (<i>specify below in Description</i>) |

Description of Position Requirements:

(e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

None

3. DUTIES AND RESPONSIBILITIES OF POSITION**General Statement:**

(Briefly describe the position's organizational setting and major functions)

Under the supervision of the Deputy General Manager, the Student Assistant performs work to support the Office of Exposition Park Management, including administrative support, familiarization with policy and procedures, communications assistance, event support, and community outreach activities to learn about office operations, programs and special events. Under the working title, Operations Intern, the incumbent assists staff with day-to-day clerical and administrative support activities, maintaining records and tracking logs, preparing and organizing documents, assisting with communications and outreach materials, assisting with organizing and maintaining policy materials, and updating spreadsheets and files related to operations, events, and community engagement activities.

Name of Incumbent

Civil Service Classification

Position Number

Student Assistant

314-601-4870-901

Percentage of Duties	Essential Functions
25%	Administrative and Operational Support – Perform general clerical and administrative duties including data entry, maintaining tracking logs, organizing digital and physical files, preparing and formatting documents. Assist staff with maintaining records related to operational activities, facilities related activities, and public programs.
25%	Event and Program Support – Assist staff with event logistics and operational support for meetings, public programs, and special events. Duties may include preparing materials, assisting with sign-in sheets, supporting setup and breakdown activities, assisting staff with event logistics.
15%	Communications and Outreach Support – Assist with drafting and formatting outreach materials, newsletters, presentations, flyers, and other communications content for staff review and approval. Help maintain contact lists, distribute materials, assist with internal communications, and support outreach activities and visitor engagement efforts.
15%	Research and Data Support – Assist staff with compiling information, updating spreadsheets and tracking logs, organizing data, conducting basic research using provided sources, and preparing draft materials for staff review.
10%	Meeting and Documentation Support – Assist with scheduling meetings, preparing agendas, and meeting materials, taking notes during meetings, and preparing draft summaries or follow-up documentation under supervision. Support staff with maintaining organized meeting records and correspondence files.
5%	Field and Special Project Support – Under staff direction, assist staff with operational walkthroughs, documentation, and special projects as assigned. Duties may include taking photos, recording observations, organizing project files, updating trackers, and providing general administrative support for office initiatives and operational activities.
Percentage of Duties	Marginal Functions
5%	Marginal Functions / Other Duties as Assigned – Perform miscellaneous clerical, administrative, and operational support duties as assigned, including copying, filing, assembling materials, organizing supplies, distributing mail, attending training, completing administrative forms, and assisting with special projects consistent with the Student Assistant classification. May perform other job-related duties as required.

Name of Incumbent

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4. WORK ENVIRONMENT (Choose all that apply)

Standing: Occasionally - activity occurs < 33%

Sitting: Continuously - activity occurs > 66%

Walking: Occasionally - activity occurs < 33%

Temperature: Temperature Controlled Office Environment

Lighting: Natural Lighting

Pushing/Pulling: Occasionally - activity occurs < 33%

Lifting: Occasionally - activity occurs < 33%

Bending/Stooping: Occasionally - activity occurs < 33%

Other:

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Typical Work Environment:

☐ Private Office ☐ Cubicle ☐ Shop ☒ Assigned Area ☐ Other:

Telework Status:

- ☒ Office-Based - 0% telework
☐ Office-Centered 20 – 40% telework
☐ Remote-Centered 60 – 100% telework

NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on-boarding and specific training.

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

None.

6. SIGNATURES

Employee's Acknowledgement:

My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

Name of Incumbent

Civil Service Classification
Student Assistant

Position Number
314-601-4870-901

7. HR USE ONLY

HR Approval

☒ Duties meet class specification and allocation guidelines.

☐ Exceptional allocation, STD-625 on file.

HR Director Initials

Date Approved

JS

7/24/2026

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

**If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

Form Routing: After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.