



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Interpretive Specialist (Seasonal)	549-677-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital	Park Interpretive Specialist (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Museums	111 I Street, Old Sacramento	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Interpreter III
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 State Park Interpreter III, the Park Interpretive Specialist (Seasonal) will assist with computer and records research, and contribute to Park Unit information, obtaining data and preparing information for use in exhibits and interpretive programing, and preparing written material. Key components of this position are computer-based. The reporting location is the California State Railroad Museum, 111 I Street, Old Sacramento. The work week for this position is Monday through Friday, occasional weekend or evening assignments may be scheduled.		
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	
40%	<u>RESEARCH AND REPORTING</u> Access internal and external informational resources. Conduct and organize research for exhibits and interpretive projects and report findings with visual, written, and/or oral presentations.	
35%	<u>EXHIBITS & INTERPRETIVE PROGRAMS</u> Assist with exhibits or interpretive/educational projects as needed. Assist with the development of digital or physical exhibits.	
10%	<u>ADMINISTRATION</u> Assist in preparing correspondence with Parks staff, volunteers, community partners, and vendors/contractors. Attend staff/committee/planning meetings. Keep records of work performed and organize and store according to data management best practices. Provide communication with supervisor and co-workers via email and telephone.	
10%	<u>TRAINING & PUBLIC PROGRAMS</u> Attend job-related required training. Assist with interpretive programs and special event coordination as needed.	
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		

Lift up to 25 lbs. Ability to bend, stoop, lift, sit, and stand for long periods of time. Walk distances on uneven surfaces often outside.

TELEWORK DESIGNATION

This position is designated as: (Check one)

☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible

SPECIAL REQUIREMENTS:

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
--------------------------------------	---------------------------	-------------