

Duty Statement Rank and File

Section I

POSITION INFORMATION

Print or type.

A. Current Position Number	B. Probationary Period/Job Evaluation Period	C. Form 700 Filer?
785-302-2805-XXX	6 Months	No
D. Incumbent Name	E. Classification/Job Title	F. Date of Hire
	Reference Archivist/ Archivist I	
G. Unit, Section, Division	H. Location	
Reference Unit, Research Services Unit, Archives Division	Sacramento	
I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager	
Beth Behnam	Supervisor I/ Research Services Manager	
K. CBID (Bargaining Unit)	L. Time Base	M. Tenure
R21	Full Time	Permanent
N. Work Schedule	O. Work Hours	P. Telework
Monday – Friday	Primarily 8:00 am – 5:00 pm but may vary based on workload.	Hybrid
Q. Background Check Required	R. Job Requires Driving Automobile	S. Certification Required
☐ Yes	☐ Yes	☐ Yes
☒ No	☒ No	☒ No

Section II

JOB DESCRIPTION

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Supervisor I (Research Services Manager), the Archivist I serves as a Reference Coordinator within the Research Services (RSV) Unit at the State Archives. This position provides reference services to patrons; coordinates with other Unit members on daily reference operations; and contributes to collections management activities. This position will be knowledgeable of the State Archives collections to assist patrons in gaining access to collection materials in all formats; assist with research for Public Record Act requests and subpoenas; monitor copy and duplication orders; and other duties as assigned. This position may also provide guidance or training to other Archivist Is, student interns, or other staff. The Archivist I will constructively participate in division-wide initiatives to update public services, software, and tools to provide broader and more accessible public services; promote and give tours of the Archives for legislative, genealogy, and other research groups; prepare reports. This employee shall maintain good attendance, punctuality, and demonstrate respect and professionalism to internal and external stakeholders.

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
40%	<u>Reference</u> Work in coordination with members of the Reference Unit to provide reference service for patrons, including but not limited to: following agency-wide policies to provide excellent service to patrons; assisting patrons in gaining access to collection materials in all formats; referring patrons to other sources; answering reference inquiries; maintaining security within the Research Room; screening records for personally identifiable information (PII) or information restricted by the Public Records Act (PRA) exemptions; answering emailed and mailed correspondence; monitoring the reference request line-ups and completing final calls to researchers; learning about the collections; and other related duties.
25%	<u>Reference Administration</u> Coordinate with the Research Services Manager and collaborate with members of the team including but not limited to: ensuring that there is adequate coverage of public counters; effectively organizing and coordinating day-to-day work to ensure that all assignments receive the appropriate attention and that established timelines are met; facilitating copy and duplication orders; assisting with research and responses to the Public Record Act and subpoenas; collecting statistics; updating Research Room forms, policies, and procedures; developing and maintaining research tools for the public and internal staff; keeping vigilant regarding laws governing public records and access; and other related duties.
20%	<u>Restricted Records Screening</u> Review record series to select and flag pages which are exempt from disclosure per the California Public Records Act (PRA) and Information Practices Act (IPA). Coordinate workflows with colleagues. Segregate or redact restricted documents per established procedures. Log screened records into Restricted Records database.
10%	<u>Accessioning</u> Work in coordination with other State Archives staff to complete projects that relate to the accessioning of historical records in all formats, including but not limited to: receiving records in all formats; reappraising records to ensure that they fit within the State Archives' collecting scope; sampling records as needed and removing non-record materials; reboxing and relabeling records; screening records and documenting restrictions; recording accessioning information on appropriate forms and database entries; assisting with maintaining clean records stacks areas; and other duties as assigned. <u>Processing</u> Work in coordination with other State Archives staff to complete processing projects that apply archival best practices, expanded screening initiatives, and More Product Less Process (MPLP) techniques to identify records for retention and addition to the collection, including but not limited to: analyzing documents for historical significance; categorizing and determining arrangement of documents for filing and control purposes; developing indexing systems and box lists; compiling finding aids and guides to archival material; digitizing and editing digital files for placement online; creating and uploading descriptive metadata; providing basic preservation measures for records including reboxing, refoldering, and labeling; and other related duties.

MARGINAL FUNCTIONS

Percentage	Description of Duty
5%	<u>General</u> Professional activities including: reading professional literature to keep abreast of current archival practices; attending required and job-related training, conferences, and meetings; representing the Office of the Secretary of State at professional meetings and symposia; engaging the public with tours and outreach events; preparing reports. ; maintaining annual plan and daily workload reports; answering phones; and making photocopies and digitizing records as needed, and other duties as assigned.

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 that fall within their classification, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Section III**EMPLOYEE/SUPERVISOR STATEMENT**

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: (If you believe reasonable accommodation is necessary, please initiate a discussion with either your supervisor or the Secretary of State's Human Resources Bureau).

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

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

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