



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Division	Archeological Specialist (Seasonal)	549-635-1021-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods District	Archeological Specialist	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cultural Resources	3431 Fort Avenue, Eureka	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is 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		
Under the direction of the Museum Curator II, the Archeological Specialist (Seasonal) assists with preservation and conservation programs, which include research, identification, cataloging, inventory and photographing historic objects and artifacts in the North Coast Redwood District collections. This position also includes collection care such as assisting with cleaning objects, exhibits, and storage facilities. This position reports to Fort Humboldt State Historic Park at 3431 Fort Avenue, Eureka CA 95503. The workweek for this position is Monday through Friday. Travel throughout the district and occasional weekend and evening work may be required.		
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	
60%	INVENTORY & RESEARCH Incumbent supports the care of historic objects and artifacts. The incumbent will perform research of NCRD collections and objects; conduct inventories and compile accurate lists, catalog, identify, and photograph historic objects; assist with updating the database "The Museum System" (TMS) with proper names, descriptions, measurements and locations of all objects.	
30%	COLLECTIONS MANAGEMENT The incumbent assists with the general care and preservation of historic objects and artifacts, which includes cleaning the objects, exhibits, house museums and artifact storage spaces. The Archeological Specialist will learn museum housekeeping using specialized cleaning techniques to care for museum environments and the objects they house. Assist in the Integrated Pest Management (IPM).	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	RESOURCE PROTECTION AND PUBLIC SAFETY Be alert to hazardous situations that may pose a threat to the public, employees or the natural, cultural or historic resources. Notify the appropriate supervisor or ranger in any situation that may compromise the safety of persons or preservation of property.	
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		

Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, and dust. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Typical work activities involve frequent periods of standing and walking and some lifting.

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.

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