

DUTY STATEMENT

CALIFORNIA SCIENCE CENTER

☒ 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:
Custodian I	Custodian I
NAME OF INCUMBENT:	POSITION NUMBER:
	314-301-2011-0XX
CBID/WWG/PROBATION:	UNIT NAME:
R15/ WWG 2/ 6 months	Building and Maintenance
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
	Custodian Supervisor I
SCHEDULE / SHIFT:	REVISION DATE:
Sunday – Thursday or Tuesday – Saturday / 12:00 a.m. – 9:00 a.m.	9/4/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ 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.)	
Required to work weekends and Holidays. A two-way radio must always be worn while on duty. See classification specifications for more information. Must wear non-slip footwear.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
General Statement: (Briefly describe the position's organizational setting and major functions)	
Under the direction of Custodian Supervisor I, the Custodian I, performs custodial duties in an assigned area at the California Science Center, or associated state facility within Exposition Park. Duties include keeping the assigned area clean, orderly, and free of hazards. Custodians are expected to notify supervisors concerning the need for major repairs and any health and safety concerns observed during their work. Custodians may interact with students and museum guests during business hours and are expected to always provide excellent customer service and maintain high traffic areas and restrooms clean and fully stocked. Custodians working this shift are expected to conduct deep cleaning activities to prepare the facility for the following day. All custodians are expected to monitor building security and safety by performing tasks such as making sure staff-only doors remain closed.	

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Civil Service Classification
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Percentage of Duties	Essential Functions
60%	Clean office and public areas, removing rubbish, and vacuuming carpet, as needed. Sweep and mop floors in public and employee areas. Dust and polish cabinets, furniture; and woodwork. Clean ceilings, walls, vents, interior glass partitions, blinds, and clean dirt buildup and/or accumulation around light switches, doors, door frames, baseboards, moldings, walls, cabinets, and shelves. Use special cleaning methods in areas that require special attention to fragile and specialized types of articles and displays. Use of personal protective equipment (PPE) and specialized cleaning tools to address biohazard waste and handling, as needed. Deep clean restrooms: - Disinfect and clean public and employee restrooms by emptying waste receptacles, damp mop floors, and replenishing toiletries, as needed. - Deep clean and disinfect toilets, counters, sinks, mirrors, fixtures, and faucets. Strip and refinish floors; operate scrubbers, buffers, and other equipment/machinery; use a putty knife to remove substances from floor and baseboards; and use a deck brush to clean corners and baseboards. As a primary method of communication with fellow custodians and supervisors, must be responsive and attentive to calls via two-way radio throughout shift.
20%	Maintains all custodial supplies and keeps them organized, clean, and securely locked when not in use to ensure the safety of guests, staff, and property such as chemical cleaning agents, trash bags, toilet brushes, mops, and brooms. Use carts, pallets jacks, and other assistive equipment to move inventory and restock storage rooms, as assigned. Assists with performing inventory counts. Keep tools, supplies, equipment, and work/storage areas clean and operable.
10%	Conduct daily inspections and address safety hazards. Maintains security of working areas. Locks all doors at the Alexander Science Center School if on the swing shift (assignments may be rotated at any time). Reports equipment malfunction to the Operations unit for repair and/or reconditioning.
5%	Move tables and chairs and furniture, placing skirts on tables and stages. Rearrange and clean event spaces. Ensure interior trash receptacles are emptied and replace liners, as needed during special events or meetings. Pick up trash and debris left on floors.
Percentage of Duties	Marginal Functions
5%	The incumbent will perform other job-related duties as required to fulfill the department mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and department administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings and training.

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4. WORK ENVIRONMENT (Choose all that apply)

Standing: Continuously - activity occurs > 66%

Sitting: Occasionally - activity occurs < 33%

Walking: Continuously - activity occurs > 66%

Temperature: Temperature Controlled Office Environment

Lighting: Natural Lighting

Pushing/Pulling: Frequently - activity occurs 33% to 66%

Lifting: Frequently - activity occurs 33% to 66%

Bending/Stooping: Frequently - activity occurs 33% to 66%

Other: Requires full range of body motion including handling and lifting equipment, manual, and finger dexterity and eye-hand coordination. Involves heavy lifting over 25 pounds, often combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting, and reaching at, or above, shoulder level; includes bending and twisting.

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% telework (1 Day)☐ Exception - 40 – 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:

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7. HR USE ONLY

HR Approval

- ☒ Duties meet class specification and allocation guidelines.
☐ Exceptional allocation, STD-625 on file.

HR Director Initials

Date Approved

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.

State of California
POST AND BID REQUEST
SHR 219 (Rev. 4/2026)

California Science Center
State Human Resources

Instructions:

This form shall be completed only by current CSC employees who are in the same classification as being advertised.
This form must be submitted to the contact person/address in Section 3 **NO LATER** than the final filing date.

SECTION 1. EMPLOYEE CURRENT JOB INFORMATION

LAST NAME	FIRST NAME	MI	CLASSIFICATION
			Custodian I
UNIT NAME	UNIT NUMBER		
Building and Maintenance	301		
WORK STREET ADDRESS	CITY	STATE	ZIP CODE
700 Exposition Park Drive	Los Angeles	CA	90037
WORK SCHEDULE DAYS (i.e., Monday-Friday)	WORK SHIFT	WORK HOURS (start-end)	
SUPERVISOR FULL NAME (Last, First M.I.)		SUPERVISOR WORK PHONE NUMBER	
EMPLOYEE STATEMENT			

EMPLOYEE SIGNATURE BEST CONTACT PHONE NUMBER DATE

SECTION 2. POSITION IN WHICH EMPLOYEE WISHES TO POST AND BID

RPA NUMBER	BARGAINING UNIT	POSITION NUMBER	CLASSIFICATION
26-CSC-039 to 049	15	314-301-2011-XXX	Custodian I
CITY LOCATION	STATE	ZIP CODE	
Los Angeles	CA	90037	
WORK SCHEDULE DAYS (i.e., Monday-Friday)	WORK SHIFT	WORK HOURS (start-end)	
Sunday - Thursday	12:00am - 9:00am		
MEMORANDUM OF UNDERSTANDING EFFECTIVE DATES		ARTICLE NUMBER	
July 1, 2023 through June 30, 2026		20	
POST & BID TYPE	FINAL FILING DATE (form must be submitted <u>NO LATER</u> than this date)		
Continuous	September 18, 2026		

SECTION 3. ADDRESS TO SEND POST AND BID FORM

CONTACT PERSON NAME	EMAIL ADDRESS		
Human Resources	HR@californiasciencecenter.cagov		
STREET ADDRESS	CITY	STATE	ZIP CODE
700 Exposition Park Drive, 3rd Floor	Los Angeles	CA	90037

SECTION 4. OFFICE OF HUMAN RESOURCES USE ONLY

EE NUMBER	TENURE	TIME BASE	DATE P&B FORM RECEIVED BY HIRING OFFICE
			Field reserved for date stamp by Hiring Office upon receipt from bidder.
APPOINTMENT DATE	SENIORITY (months)	DATE VERIFIED	
SENIORITY VERIFIED BY C&P ANALYST (NAME)			COMMENTS

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