



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Guide Trainee Historical Monument	549-671-2791-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	Guide Trainee	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Interpretation & Education	1315 10 th Street	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Guide II Supervisor
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under close supervision of the Guide II Supervisor, the Guide Trainee (Seasonal) receives training, including both on-the-job training and selected reading assignments in the various methods used in interpreting historical sites and objects and in the leading and control of public groups; conducts visitors on guided tours; explains the historical significance of the unit and exhibits to the individuals and groups; protects buildings and exhibits from theft, damage, and vandalism; explains park rules and regulations and maintains order; may assist in the cleanup and maintenance of the monument; may collect fees, keep records, and perform other related clerical tasks. The primary reporting location for this position is the State Capitol Museum located in the California State Capitol building at 1315 10th Street in Sacramento. This position will be scheduled between 2-5 days a week, including weekends and holidays. This position is not to exceed 1500 hours within 12 consecutive months.		
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>EDUCATION AND INTERPRETATION</u> Under close supervision of the Guide II Supervisor, the Guide Trainee will learn various methods of interpreting historical facilities, sites, and objects. This position will complete assigned reading materials, conduct research, and provide interpretive information to visitors. This position will be responsible for developing and conducting guided tours. Guide Trainee will be required to monitor and check-in school groups, and function as a rover providing information to the general public or assisting other staff members.	
30%	<u>MONITORING AND PROVIDING SECURITY</u> Typical tasks include monitoring historic rooms and exhibits, protecting them from theft, damage, and vandalism. Assist the public at information assignments, answer questions, provide literature and Museum operations, services, and regulations. Monitor after-hour events at the State Capitol Museum, which may include working until 10PM.	
15%	<u>CLERICAL TASKS</u> Assist in keeping and filing records, answering phones, data entry, restocking brochures, making copies, moving supplies, and performing other related clerical tasks.	
10%	<u>HOUSEKEEPING</u>	

	This position may assist in the maintenance of the house museum rooms and staff working space, and in the set-up and tear-down of special events.	
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		
Ability to bend, stoop, lift, sit and stand for long period of time. Walk distances on uneven surfaces. Good verbal and written communication skills, ability to comprehend job assignments. Lift up to 25 lbs.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Occasional travel may be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle.		
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