

STATE OF CALIFORNIA
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:
Analyst IV	Senior Exhibit Developer
NAME OF INCUMBENT:	POSITION NUMBER:
	314-401-5403-001
CBID/WWG/PROBATION:	UNIT NAME:
R01/E/12 months	Educational Exhibit Development
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
	Administrator, Science Program
SCHEDULE / SHIFT:	REVISION DATE:
	9/1/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☐ State Issued Uniform ☐ Requires DMV Pull Notice ☒ Medical Examination/Testing ☐ EPA Section 608 Technician Certification ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ 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.) <i>Click to enter text</i>	
See classification specifications.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
General Statement: (Briefly describe the position's organizational setting and major functions)	
Under direction of the Administrator, Science Programs, the Analyst IV, under the working title Senior Exhibit Developer, serves as the California Science Center's principal resource for scientific exhibit content interpretation; provides expert consultation and recommendations to senior leadership, scientific subject matter experts, and cross-functional teams to support accurate, accessible, and effective communication of scientific content. The incumbent leads complex, high-visibility exhibit initiatives requiring analysis and coordination of scientific, educational, accessibility, visitor engagement, operational, and stakeholder considerations; exercises a high degree of independent judgment in resolving complex or novel interpretation issues; and develops and recommends content interpretation standards, methodologies, and best practices to guide exhibit development across multiple projects and divisions.	

Name of Incumbent

Civil Service Classification
 Analyst IV

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Percentage of Duties	Essential Functions
40%	Content Interpretation - Serves as the California Science Center's subject matter expert and primary resource for scientific exhibit content interpretation; applies current museum interpretation and exhibit development best practices. - Develops and recommends content interpretation standards, copy style guides, methodologies, and best practices; provides guidance and training to support consistent exhibit development across multiple projects and divisions; reviews exhibit copy for consistency with approved style guides and standards. - Develops innovative approaches to communicate complex scientific concepts through hands-on activities, objects, images, audiovisual media, graphics, and copy. Applies independent judgement in resolving complex or novel scientific communication issues. - Provides expert consultation to senior leadership and cross-functional teams regarding exhibit content interpretation. Collaborates with curators and subject matter experts to ensure that exhibits are scientifically accurate and accessible. - Develops exhibit concepts, narratives, content frameworks, educational goals, and messaging; recommends scientific content and interpretive approaches to support visitor engagement and learning. - Conducts and synthesizes research from multiple sources to support exhibit education goals and scientifically accurate content; maintains exhibit research documentation. - Researches and coordinates acquisition of images, video, and other media, including licensing, usage rights and donations. Maintains related media acquisition, licensing, and usage rights records. - Drafts, edits, and proofreads exhibit copy, including AV media copy and exhibit instructional text. Coordinates Spanish translation of exhibit text as needed.
30%	Project Leadership and Coordination - Leads complex, high-visibility exhibit initiatives requiring analysis and coordination of scientific, educational, visitor engagement, accessibility, operational, and stakeholder considerations. - Coordinates cross-functional exhibit development among curatorial, design, fabrication, graphics, and audiovisual teams; provides expert advice and feedback from development through installation. - Collaborates with departments and vendors as necessary to advance projects. Develops and monitors project schedules, research activities, and content development milestones. - Facilitates exhibit development workshops, creative brainstorming sessions and meetings to support cross-functional collaboration and innovative approaches. Coordinates and leads, as needed, meetings and workshops with project partners. - Serves as a liaison with external advisors, including community partners, donors, and subject matter experts; gathers stakeholder and visitor input to inform exhibit content and design.
15%	Evaluation - Provides expert advice and recommendations on exhibit evaluation strategies, planning, and implementation to address content interpretation needs. - Plans and coordinates informal evaluation, prototyping, workshops, and stakeholder feedback activities; coordinates with third-party evaluators as needed. - Analyzes evaluation findings and recommends revisions to exhibit content, interpretation standards, copy style guides, methodologies, and best practices; applies findings to exhibit development and remediation, as appropriate.
10%	Website / Online Content Serves as a primary resource for exhibit-related content interpretation in web publications; collaborates with the Web Team and content developers to develop, edit, and maintain accessible online content consistent with approved style and content guidelines.

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Percentage of Duties	Marginal Functions
5%	May act as a lead on special projects. The incumbent will also 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.
4. WORK ENVIRONMENT (Choose all that apply)	
Standing: Frequently - activity occurs 33% to 66%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other:	
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) ☐ Remote-Centered - 40 – 100% telework	
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
		8/21/2026

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.