

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:
Administrator, Science Programs	Curator, Technology
NAME OF INCUMBENT:	POSITION NUMBER:
	314-401-2802-008
CBID/WWG/PROBATION:	UNIT NAME:
M21/E/12 months	Educational Exhibit Development
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
	CEA - Deputy Director, Exhibits
SCHEDULE / SHIFT:	REVISION DATE:
Monday – Friday / 8:00 a.m. – 5:00 p.m.	9/17/2026
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 Deputy Director, Exhibits, the Curator, Technology is responsible for the development, implementation, and management of technology and engineering exhibitions and related programs. The incumbent will develop new exhibits and related content that are accurate, relevant to our visiting public, representative of current scientific knowledge, and effectively communicated to a diverse general audience. In support of this work, the incumbent will also coordinate and develop exhibit-related educational materials in collaboration with the Education Department; establish and maintain relationships with the scientific community; and support fundraising initiatives.	

Name of Incumbent

Civil Service Classification
 Administrator, Science Programs

Position Number
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Percentage of Duties	Essential Functions
40%	Exhibit Development. Lead all content development related to technology and engineering exhibits. Develop the communication goals and education messages required to design and develop new exhibitions with a special emphasis on engineering and technology principles and practices, excluding aviation and space exploration. Specific topics may include but are not limited to civil engineering, building structures, energy, transportation, information and communication, materials science, robotics, and consumer goods. Maintain and upgrade existing technology and engineering exhibits in cooperation with exhibit technicians and operations staff. Maintain knowledge of exhibit development best practices and science learning theory and practice in informal learning environments as it applies to fulfilling the organization's mission. Supervise evaluation of technology and engineering exhibits. Review evaluation outcomes and apply results to exhibition improvement, as needed, and work with evaluators to disseminate results via print media or conferences. Coordinate with appropriate museum staff regarding the use of artifacts in technology and engineering exhibits, as applicable. Develop special exhibitions on science and technology for national tour, if required. Assist with science and technology content for special exhibits as needed.
25%	Project Management. Oversee the work of internal teams and outside contractors throughout the development, design, and production of new and upgraded science and technology exhibits. Provide scientific and programmatic oversight of research, design, prototyping, copywriting, AV production, fabrication, and installation of science and technology exhibits in collaboration with appropriate internal staff and outside contractors. Coordinate with appropriate staff, as needed, regarding artifact acquisitions, loans, and conservation activities in support of technology and engineering exhibits. Develop and monitor production schedules for new and upgraded exhibits. Participate in the recruitment, RFP, and bidding process for the selection of outside vendors. Participate in the negotiation, development, and monitoring of contracts relevant to exhibit projects. Prepare budgets and monitor expenditures.
10%	Funding and Program Support. Assist in the production of grant proposals for funding new science and technology exhibits and programs. Assist in Board, Trustee, and potential donor presentations and assist the Development Department to identify, develop and cultivate funding support in the public and private sectors.
10%	Educational Program. Work with the Education Department, staff, and volunteers to develop educational programs and materials to support science and technology exhibits. Develop programs to stimulate community involvement with the California Science Center and its education and exhibit programs.
10%	Community Engagement. Develop and maintain working relationships with public and private sectors of the scientific, engineering, and technology community. Assemble and maintain a network of advisors from academia, industry, and government to inform and support the content development and scientific and technical accuracy of technology and engineering exhibits and programs through the work of advisory boards. Engage appropriate subject matter experts and relevant community representatives throughout the exhibit development process to create experiences that are accurate and relevant to our diverse audience. Work with the Communications Department and, as appropriate serve as the subject-matter spokesperson for technology and engineering exhibits and other Science Center issues related to technology and engineering.
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

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	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: 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)
☐ 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)

May act as a lead on special projects.

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

JL

Date Approved

9/18/2026

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.