



## DUTY STATEMENT

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| <b>DIVISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>CLASSIFICATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>POSITION NUMBER<br/>(Agency-Unit-Class-Serial)</b> |
| Coastal Field                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Archeological Specialist (Seasonal)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 549-910-1021-901                                      |
| <b>DISTRICT/HQ SECTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>WORKING TITLE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>CBID</b>                                           |
| Channel Coast District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Archeological Specialist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | E                                                     |
| <b>SECTOR/HQ UNIT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>REPORTING LOCATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>INCUMBENT</b>                                      |
| Channel Coast District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | San Buenaventura State Beach                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                       |
| <b>STATE HOUSING: (Check one)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>IMMEDIATE SUPERVISOR</b>                           |
| <input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required<br><input checked="" type="checkbox"/> Housing is not available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Senior Park & Recreation Specialist                   |
| <b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                       |
| <input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                       |
| <b>POSITION DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                       |
| <p>Under the general direction of the Senior Park and Recreation Specialist and under the lead of the Associate State Archeologist for the Channel Coast District, the Archeological Specialist (Seasonal) assists with supporting effective archaeological collections management needs including inventory control, research, and consultation. Duties include archaeological collections care and documentation, field surveys, monitoring, mapping, preparation of site records and reports, and will participate in cultural resource planning, management, enhancement and protection within the district. Additional duties may include sorting, re-housing, photographing, and cataloging archaeological artifacts; processing collected archaeological field samples through graduated sieve sorting; and performing data entry and verification of catalog records. Travel throughout the district and occasional weekend and evening work may be required.</p> <p>The reporting location for this position is the Channel Coast District Office, 911 San Pedro Street, Ventura, CA 93001.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                       |
| <b>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.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                       |
| <b>ESSENTIAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                       |
| <b>%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                       |
| <b>60%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>CULTURAL RESOURCES INVENTORY &amp; RESEARCH</b><br>The incumbent supports archaeological collections management through records verification and integration. The incumbent will perform research of CCD's cultural resources records, collections and objects through key activities, including reviewing the existing cultural resources records for accuracy across reports, site record forms, GIS data, and collections. The incumbent will digitize site records, update GIS data, resolve site number discrepancies, document gaps in data and update DocEx, PCRD, TMS, and district files as needed. The incumbent will determine if archaeological collections exist for a site, and work to ensure collections are entered in TMS accurately. |                                                       |
| <b>20%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>ARCHAEOLOGICAL COLLECTIONS CARE AND DOCUMENTATION</b><br>With guidance from the district's Museum Curator and Associate State Archeologist The incumbent assists with the care, preservation, processing, and documentation of archaeological collections. Duties may include sorting, re-housing, photographing, and cataloging archaeological artifacts; processing collected archaeological field samples through graduated sieve sorting; and                                                                                                                                                                                                                                                                                                       |                                                       |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | performing data entry and verification of catalog records in The Museum System (TMS) collections database.                                                                                                                                                                                                                                                                                                                                                                                            |             |
| <b>15%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>ARCHAEOLOGICAL MONITORING</b><br>With guidance from the Associate State Archeologist, the position will be responsible for project monitoring, as required through project review, to ensure that projects are completed as written, and to prevent adverse impacts on cultural resources. Field monitoring for park projects include preparation of daily monitoring forms, identification and evaluation of resources encountered during project work, and safe work practices around equipment. |             |
| <b>MARGINAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |
| <b>5%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.                                                                                                                                                                                                                                                                                                                    |             |
| <b>TYPICAL WORKING CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <p>Work Environment:</p> <p>Work in office environment</p> <p>Work outdoors in various types of weather; work in unpleasant conditions (e.g., bad weather, around sewage)</p> <p>Work in hazardous situations (e.g., around raw sewage, chemicals, heavy equipment)</p> <p>Works at elevated heights or near fast moving machinery or traffic</p> <p>Physical Abilities:</p> <p>Ability to walk across uneven terrain in both uphill and downhill conditions to perform the duties associated with the job</p> <p>Stand for long periods of time (up to 2 hours) to perform the duties associated with the job</p> <p>Must be able to lift and carry a box/object weighing up to 45 pounds.</p> <p>Cognitive Abilities:</p> <p>Read, write and speak in a clear and concise manner</p> <p>Develop practical solutions to problems to make sound decisions</p> <p>Perform basic mathematical computations associated with assigned duties</p> <p>Make sound decisions given available information and situational parameters</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>TELEWORK DESIGNATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>This position is designated as: (Check one)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>SPECIAL REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| Possession of a valid class C driver's license is required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <p><b>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.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>SUPERVISOR STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>SUPERVISOR NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>SUPERVISOR SIGNATURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>DATE</b> |
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| <b>EMPLOYEE STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| <b>EMPLOYEE NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>EMPLOYEE SIGNATURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>DATE</b> |
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