



Duty Statement

CURRENT PROPOSED STANDARD

Division	Classification	Position Number
Office of Historic Preservation	Graduate Student Assistant	549-084-4872-901
District/HQ Section	Working Title	CBID
Office of Historic Preservation	Graduate Student Assistant	E
Sector/HQ Unit	Reporting Location	Incumbent
Information Management Unit	Sacramento	
State Housing (only check if required)		Supervisor Classification
<input type="checkbox"/> Required		CEA
Position Description		
<p>The reporting location for this position is the Office of Historic Preservation (OHP) in Sacramento. This position will work under the close supervision of the Deputy State Historic Preservation Officer, with immediate direction from the Information Management Unit data manager. Serve as an Information Management Unit staff person responsible for digitizing cultural resource management reports and adding cultural resources and their evaluations to OHP's database inventory. Assist OHP staff in locating digital and paper records. Assist California Historical Resources Information System regional Information Centers to maintain their cultural resource document repositories. Incumbent may also periodically assist in project assignments related to database support for OHP programs. Duties may include filing, taking notes at meetings, packing boxes of documents, shipping or mailing of items, data entry, and working with creating and editing Geographic Information System (GIS) shape files.</p>		
Essential Functions		
Percentage	Task	
40%	Digitize the more complex cultural resource management reports and cultural resource records and enter data about cultural resources related to Determinations of Eligibility (DOEs) to the National Register of Historic Places in compliance with Section 106 and/or Section 110 of the National Historic Preservation Act, the inventory of State-owned resources, and federal property tax abatement projects.	
30%	Digitize the more complex cultural resource records and enter data about cultural resources related to nominations for the National Register of Historic Places, California Register of Historical Resources, California Historical Landmarks, and California Points of Historical Interest; and to local government surveys.	
15%	At the direction of the data manager, the incumbent may periodically be given responsibility for project assignments related to database support for any OHP program area. This may include, working with Geographic Information Systems data and shapes, document filing, taking notes at meetings, organizing boxes of documents, and shipping or mailing of items.	
10%	Assist with the updating of California's formally registered properties on OHP's Landmarks website at: http://ohp.parks.ca.gov/listedresources .	

Marginal Functions		
Percentage	Task	
5%	Performs other job related duties as necessary for operational continuity.	
Typical Working Conditions		
Office work: Large amount of working with paper, high degree of time spent on computer, working with large format scanner.		
Special Requirements		
Registration as a graduate student in a college or university of regonized standing.		
<i>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 this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i>		
Supervisor Statement		
<i>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 a copy of this duty statement.</i>		
Supervisor Name (PRINT or TYPE)	Supervisor Signature	Date
Employee Statement		
<i>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.</i>		
Employee Name (PRINT or TYPE)	Employee Signature	Date