



STATE OF CALIFORNIA  
**Department of Parks and Recreation**  
 EXAMINATION ANNOUNCEMENT  
**MUSEUM CURATOR III**  
**OPEN - STATEWIDE**



*THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.*

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**POSITIONS EXIST**

Statewide

**SALARY RANGE**

\$4,934 - \$6,130

**WHO SHOULD APPLY**

This is an OPEN examination for the Department of Parks and Recreation (DPR). Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career credits do not apply.

Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678)

**WHERE TO APPLY**

Applications ([Std. Form 678](#)) may be delivered in person or by mail. Please submit to:

**By mail:**

Department of Parks and Recreation  
 Attention: Selections Unit/Jacques Carter  
 P.O. Box 942896  
 Sacramento, CA 94296-0001

**In person:**

Department of Parks and Recreation  
 1416 9th Street  
 Room 1018 (10th floor)  
 Sacramento, CA 95814

**INCLUDE EXAM CODE 5PR03 ON YOUR APPLICATION IN THE SECTION TITLED “EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING”.**

Only applications for the **Museum Curator III** will be accepted. If you are applying for multiple examinations you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

**EXAMINATION INFORMATION**

The examination is based solely on your Training and Experience. The Training and Experience (T&E) Examination is weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be received.

Filing deadline to complete the T&E Examination is **5:00 PM, Friday, March 13, 2015**. The link to this examination will not be available after that date.

To **preview** the Training & Experience Examination, click below or type the following link into your address bar:  
<https://www.surveymonkey.com/r/Preview-Museum-Curator-3>

To **complete** the required Training and Experience Examination, click below or type the following link into your address bar: <https://www.surveymonkey.com/r/Museum-Curator-3>

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Exam Title: **Museum Curator III**  
Exam Code: **5PR03**  
Schem Code: **BS65**

Release date: **February 27, 2015**  
Final Filing Date: **March 13, 2015**  
Class Code: **2873**

## **FINAL FILING DATE**

**Required:** A hard copy of your completed T&E Examination and an application (STD Form 678) must be mailed and postmarked or hand delivered no later than **March 13, 2015**, the final filing date. Packets postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

## **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment application. The Selections Unit will contact you to make special testing arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916) 654-9420.

## **ELIGIBLE LIST INFORMATION**

A departmental statewide eligible list will be established for the Department of Parks and Recreation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by **March 13, 2015**, the final filing date.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

**If education is required to meet the minimum qualifications**, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. **Note: Applicants who are hired from the employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approving foreign transcript evaluation agency before they may be used for credentialing purposes.

## **MINIMUM QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

### **Either I**

One year of experience performing the duties of a Museum Curator II in California state service.

### **Or II**

Two years of experience performing the duties of a Museum Curator I in California state service.

### **Or III**

Three years of professional experience in museum work, at least two of which must be at the level and responsibility of a Museum Curator II. This experience must include responsibility for managing programs, budgeting, personnel, research, and the preparation of reports for a museum or educational institution.

### **And**

Education: Equivalent to graduation from college with major work in museum studies, history, anthropology, archeology, art, or natural sciences. (Additional qualifying experience may be substituted for the required education, with two years of experience being equivalent to one year of college for up to two years.)

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**Release date: February 27, 2015**  
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**Class Code: 2873**

## **POSITION DESCRIPTION**

Under general direction, incumbents plan, organize, and manage programs of acquisition, conservation, registration, interpretation, and/or storage of museum objects for a major collection in the department. Positions at this level have full responsibility for a major collection and possess extensive skills in public relations, museum exhibits, artifact care, and preservation techniques. Positions may serve as program specialists in statewide collections programs.

## **CONFIDENTIALITY AND SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

## **EXAMINATION SCOPE**

### **Knowledge of:**

1. Interpretive collections record-keeping methods
2. Special techniques for artifact maintenance, preservation, restoration, storage, packaging, and shipping
3. Familiarization with the properties of cultural and natural objects including fine art, antiques, relics, woods, stone, textile materials, metals, and natural history specimens
4. Methods of identifying and classifying objects with cultural or natural history significance
5. California history
6. Principles of museum administration and exhibit practices
7. Purposes, cultural and natural features, and values of the California State Park System
8. Principles of personnel management and supervision
9. Administrative and budgeting practices
10. The Department's Equal Employment Opportunity program in order to promote ethnic and cultural diversity within the Parks Department

### **Ability to:**

1. Implement a registration and control system for collections coordination
2. Conduct research to determine historic and interpretive data
3. Evaluate objects for their appropriateness to remain in or be added to the collection
4. Inspect and recommend necessary maintenance, preservation, restoration, storage, display, safety, and handling methods
5. Plan and conduct training programs in museum collections procedures
6. Establish and maintain cooperative working relationships with individuals
7. Organizations, and other agencies contacted in the course of the work

## **SPECIAL PERSONAL CHARACTERISTICS**

Willingness to travel throughout the State and work irregular hours.

## **ADDITIONAL DESIRABLE QUALIFICATIONS**

A graduate degree in museum studies with a concentration in museum studies, fine arts, or a related field.

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## **VETERANS' PREFERENCE AND CAREER CREDITS**

**Veterans Preference:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans Preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

Per Government Code Sections 18950.1, 18951 and 18951.5, career credits do not apply for this examination.

## **GENERAL INFORMATION**

**Applications are available at** Department of Parks and Recreation, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at [jobs.ca.gov](http://jobs.ca.gov).

**If you meet the requirements**, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Parks and Recreation** reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changes. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

DEPARTMENT OF PARKS AND RECREATION  
Personnel Office/Selection Unit 1416 9<sup>th</sup> Street, Room 1018, Sacramento, CA 95814 (916) 654-9420

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

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