



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
MUSEUM CURATOR I
OPEN



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

\$3567 - \$4414

WHO SHOULD APPLY

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement by **February 11, 2015, the final filing date**. Applications will not be accepted on a promotional basis.

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/Jeanne Krause
 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 (5PR04) ON YOUR APPLICATION IN THE SECTION TITLED “EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING”.

Only applications for the *Museum Curator I* 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.

FINAL FILING DATE

Applications (Form 678) must be postmarked no later than **February 11, 2015, the final filing date**. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

EXAMINATION DATES

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **May/June 2015**.

Note: Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

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) 653-3536.

Exam Title: Museum Curator I
Exam Code: 5PR04
Schem Code: BS75

Release date: January 27, 2015
Final Filing Date: February 11, 2015
Class Code: 2871

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 requirements for this examination by **February 11, 2015**, the **final filing date**.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

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

Two years of experience performing the duties of a Museum Technician, Range B, in California state service.

Or II

One year of professional level experience in museum work involving collections management such as registration, preservation, or interpretation; and experience with management functions such as budgeting, scheduling, and supervision.

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).

POSITION DESCRIPTION

Under general direction, incumbents plan, organize and manage programs of acquisition, conservation, registration, interpretation, and/or storage of museum objects at established park area/house museums. Positions at this level are characterized by one of the following criteria:

1. Responsible for an entire museum program at an established facility.
2. In a large museum facility, reporting to a Museum Curator II or III, is responsible for managing a portion of a larger program.

EXAMINATION INFORMATION

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

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EXAMINATION SCOPE

Knowledge of:

1. Interpretive collections record-keeping methods in order to document museum collections.
2. Special techniques for object maintenance, preservation, restoration, storage, packing, and shipping in order to preserve and protect objects.
3. Properties of cultural and natural objects including fine art, antiques, relics, woods, stone, textile materials, metals, and natural history specimens in order to better protect, preserve, and restore them.
4. Methods for identifying and classifying objects with cultural or natural history significance in order to document objects and assemble exhibits.
5. Principles of museum administration in order to ensure the museum operates in a professional manner.
6. Conservation principles in order to ensure collection objects are properly maintained.
7. Museum management practices in order to efficiently and effectively manage a museum or facility.

Ability to:

1. Implement a registration and control system in order to catalog and manage museum collections.
2. Conduct research in order to determine historical significance of objects and collections.
3. Evaluate objects for their appropriateness to the collection in order to maintain the integrity of the collection.
4. Communicate with others in order to convey ideas, and present policies and procedures to staff.
5. Perform verbal corrective/disciplinary actions for employees with work and performance problems in order to rectify the problems.
6. Plan training programs in museum collections procedures to ensure adequate knowledge transfer.
7. Maintain cooperative working relationships with individuals, organizations, and other agencies contacted through the course of the work in order to work effectively and foster a positive environment.
8. Work within an environment that may include dust, mold, pests, and other hazards in order to perform the duties of the job.
9. Work independently in order to perform the duties of the job without immediate guidance.
10. Maintain the respect and cooperation of State officials and employees, donors, contractors, and the general population to foster relationships.
11. Adapt to rapidly changing situations to properly perform the functions of the job.
12. Write clear and concise reports, correspondence, proposals, and email using correct English paragraph and sentence structure, grammar, punctuation, and spelling in order to properly convey a written message.
13. Plan the work of others in order to coordinate work activities efficiently.
14. Direct the work of others in order to coordinate work activities efficiently.

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.

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.

CAREER CREDITS

Career credits are not granted in open examinations.

(Continued on reverse side)

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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.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 653-3536, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Selection Unit of the Department of Parks and Recreation, (916) 653-3536, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: Locations of interviews or performance evaluations may be limited or extended as conditions warrant.

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.

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.

Veterans' Preference: Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application ([CalHR 1093](#)), which is available at <https://jobs.ca.gov/job/veteransinformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Selection Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 653-3536

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)