



California Department of  
**Parks and Recreation**

## **MUSEUM TECHNICIAN**

**Exam Code: 2PR09**

**Department: Parks and Recreation**

**Exam Type: Departmental, Open**

**Final Filing Date: April 21, 2022**

### **CLASSIFICATION DETAILS**

**Museum Technician** – (Range A) \$3,035.00 - \$3,798.00 per month.

(Range B) \$3,431.00 - \$4,294.00 per month

View the [Museum Technician Classification Specification](#)

### **APPLICATION INSTRUCTIONS**

Final Filing Date: April 21, 2022

#### **Who Should Apply:**

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement. Anyone on the existing eligibility list for this classification, must take and pass this examination to be placed on the newly established eligibility list. Applications will not be accepted on a promotional basis.

#### **How To Apply:**

**Examination and/or Employment application (STD. 678)** forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your **CalCareer Account at [www.calcareers.ca.gov](http://www.calcareers.ca.gov)**. Applications emailed, postmarked or personally hand delivered after the final filing date **will not** be accepted for any reason. Applications **must be received with a signature and date.**

**Applications must include the following information in the section titled: “Examination(s) or Job Title(s) for which you are applying”**

- Exam Title: **Museum Technician**
- Exam Code: **2PR09**

Only applications for the Museum Technician 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.

Due to COVID-19, we have limited staff working in the office. Therefore, the preferred method of application submittal at this time is by mail or email.

However, do not send your application via office or interoffice mail. Applications received by this manner **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174. Also, Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

**Via email**

Bridget.Campbell@parks.ca.gov

**By mail:**

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

**In person:**

Department of Parks and Recreation  
Attention: Selections Unit/Bridget Campbell  
715 P Street, 1<sup>st</sup> Floor Security Desk  
Sacramento, CA 95814

**Special Testing Arrangements:**

If you have a disability and need special testing arrangements, mark “yes” on Question #10 on the Examination and/or Employment application and complete the Accommodation form. 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) 902-8672.

**MINIMUM QUALIFICATIONS**

If education is required to meet the minimum qualifications, include on the application the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed.

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

**Museum Technician**

**Education:** Two years of college, including a combination of at least 15 units in any of the following fields museum studies, history, anthropology, art, archeology, or natural science. (Experience may be substituted for the required education on a year- for-year basis.)

**and either**

**I**

One year of experience in the California state service performing the duties of a Museum Custodian, Range B.

**Or II**

Two years of experience in the maintenance and preservation of artifacts in a museum facility.

## **POSITION DESCRIPTION**

### **Museum Technician**

Under direction, Museum Technicians perform cleaning, preservation, and minor restoration duties. Incumbents in this class regularly use specialized preservation procedures and materials to maintain antiques, furnishings, and other objects of historical or artistic values, perform skilled tasks in the maintenance and preservation of museum facilities housing artifacts and art objects; conduct basic research, and are responsible for the cataloguing and maintenance of artifact inventories. This class is intended for use in museum facilities requiring collections handling.

## **EXAMINATION INFORMATION**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% will be required.

The Training and Experience (T&E) Examination will consist of statements designed to measure how your training and work history have provided you the essential knowledge, skills, and abilities, and potential to effectively perform the duties relative to the classification.

**\*Applicants who meet the minimum qualifications will be sent an email with the link to access and take the T&E examination. Candidates must include a current/valid email address on their application. Failure to provide your current/valid email address will prevent you from taking the examination.**

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

## EXAMINATION SCOPE

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### Knowledge of:

1. Methods, equipment, and materials used in the care and preservation of historic facilities.
2. Special techniques required for cleaning and preserving museum objects (including wood, marble, textiles, paper, and metal items).
3. Safety measures.
4. Use of chemicals, pesticides.
5. Registration procedures.
6. Artifact packing and handling.

### Ability to:

1. Conduct registration procedures.
2. Handle valuable objects and works of art.
3. Capacity to lift and carry weights of at least 35 pounds.
4. Keep records.
5. Follow instructions.
6. Learn proper methods of preservation procedures in handling artifacts.
7. Exercise unusual care and judgment in the performance of assigned duties.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the *Museum Technician* classification will be established for the **Department of Parks and Recreation**.

Eligibility expires **twelve (12) months** after it is established. Applicants must retake the examination to reestablish eligibility.

**Veterans' Preference** will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

**Career credits** are not granted in open examinations.

## CONTACT INFORMATION

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

**Email:**  
Bridget.Campbell@parks.ca.gov

**Phone:**  
(916) 902-8672

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. 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.

## GENERAL INFORMATION

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) 902-8672 three weeks after the final filing date if he/she has not received a progress notice.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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 [www.jobs.ca.gov](http://www.jobs.ca.gov), and the Department of Veterans Affairs.

**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) servicewide 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 the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> 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 competitor 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.