GS-1016 Museum Specialist and Technician

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Table of Contents

Museum Specialist and Technician Competency Model Study Summary

The DOI Office of Human Capital (OHC) conducted a comprehensive study to identify the critical competencies and tasks for successful performance of Museum Specialist and Technician work across the Department. OHC worked with Museum Specialist and Technician subject matter experts from across the Department in order to create a thorough and accurate representation of the work performed by DOI Museum Specialists and Technicians and the knowledge, skills, and abilities required to perform that work.

The study involved a variation of the U.S. Office of Personnel Management's Multipurpose Occupational Systems Analysis Inventory – Closed-Ended (MOSAIC) method for gathering and analyzing information about work. The MOSAIC approach has been utilized to study and describe work performed within the Federal Government for over 25 years. The study included a wide-ranging literature review to build lists of tasks and competencies used to describe Museum Specialist and Technician work across the Department. Next, focus groups with DOI Museum Specialist and Technician subject matter experts were held to ensure these lists were complete and accurately represented the job. A trained job analyst also linked each task to competencies to confirm they were required to perform the work. DOI Museum Specialists and Technicians rated the tasks and competencies to demonstrate the importance and utility of each component of the study. Finally, Museum Specialist and Technician subject matter experts reviewed the results of the study to ensure its accuracy.

The results of this study establish a common set of Museum Specialist and Technician tasks and competencies across the Department, which can be used to create assessment and selection techniques and tools and establish common practices and terminology for recruitment, performance management, workforce planning, training, and employee development. This work provides DOI with current, validated information that can be used to ensure its Museum Specialist and Technician workforce has the tools to meet future challenges.

Please reference the Competency Model Interpretive Guidance for assistance in interpreting and applying the results of this study.

Table 1: General Competencies by Grade[1]

The following general competencies are valid for assessment and selection, performance management, and other related human capital functions across the Museum Specialist and Technician occupational series included in this study at the grade levels listed below.

GS-5	GS-6	GS-7
• *Attention to Detail* • *Communication* • *Continual Learning (3)* • *Creative Thinking* • *Decision Making* • *Flexibility (+)* • *Information Management* • *Integrity/Honesty* • *Interpersonal Skills (*)* • *Problem Solving* • *Reading Comprehension* • *Reasoning* • *Resilience* • *Self-Management* • *Teamwork (2)* • *Technical Competence* • *Technology Application* • *Writing*	• Attention to Detail • Communication • Continual Learning (3) • Creative Thinking • Decision Making • Flexibility (+) • Information Management • Integrity/Honesty • Interpersonal Skills (*) • *Oral Communication* • Problem Solving • Reading Comprehension • Reasoning • Resilience • Self-Management • Teamwork (2) • Technical Competence • Technology Application • Writing	• Attention to Detail • Communication • Continual Learning (3) • Creative Thinking • Decision Making • Flexibility (+) • Information Management • Integrity/Honesty • Interpersonal Skills (*) • Oral Communication • *Planning and Evaluation* • Problem Solving • Reading Comprehension • Reasoning • Resilience • Self-Management • Teamwork (2) • Technical Competence • Technology Application Writing
GS-9	**GS-11**	**GS-12**
• Attention to Detail • Communication • Continual Learning (3) • Creative Thinking • *Customer Service* • Decision Making • Flexibility (+) • Information Management • Integrity/Honesty • Interpersonal Skills (*) • Oral Communication • Planning and Evaluation • Problem Solving	• Attention to Detail • Communication • Continual Learning (3) • Creative Thinking • Customer Service • Decision Making • Flexibility (+) • Information Management • Integrity/Honesty • Interpersonal Skills (*) • Oral Communication • Planning and Evaluation • Problem Solving	• Attention to Detail • Communication • Continual Learning (3) • Creative Thinking • Customer Service • Decision Making • Flexibility (+) • Information Management • Integrity/Honesty • Interpersonal Skills (*) • Oral Communication • Planning and Evaluation • Problem Solving

[1] Italics represent the lowest grade at which the competency appears.

• Reading Comprehension • Reasoning • Resilience • Self-Management • *Teaching Others* • Teamwork (2) • Technical Competence • Technology Application • Writing	• Reading Comprehension • Reasoning • Resilience • Self-Management • Teaching Others • Teamwork (2) • Technical Competence • Technology Application • Writing	• Reading Comprehension • Reasoning • Resilience • Self-Management • Teaching Others • Teamwork (2) • Technical Competence • Technology Application • Writing

Table 2: Required Proficiency Levels by Grade Level

Proficiency Level Scale Definitions

Proficiency Level	General Competencies	Technical Competencies
5 = Expert	• Applies the competency in exceptionally difficult situations • Serves as a key resource and advises others	• Applies the competency in exceptionally difficult situations • Serves as a key resource and advises others • Demonstrates comprehensive expert understanding of concepts and processes
4 = Advanced	• Applies the competency in considerably difficult situations • Generally requires little or no guidance	• Applies the competency in considerably difficult situations • Generally requires little or no guidance • Demonstrates understanding of concepts and processes
3 = Intermediate	• Applies the competency in difficult situations • Requires occasional guidance	• Applies the competency in difficult situations • Requires occasional guidance • Demonstrates understanding of concepts and processes
2 = Basic	• Applies the competency in somewhat difficult situations • Requires frequent guidance	• Applies the competency in somewhat difficult situations • Requires frequent guidance • Demonstrates familiarity with concepts and processes
1 = Awareness	• Applies the competency in simplest situations • Requires close and extensive guidance	• Applies the competency in simplest situations • Requires close and extensive guidance • Demonstrates awareness of concepts and processes

Table 2: Required Proficiency Levels of General Competencies[2]

	GS-5	GS-6	GS-7	GS-9	GS-11	GS-12
Attention to Detail	2	3	3	4	5	5
Communication	1	2	3	4	4	4
Continual Learning (3)	3	3	3	3	4	5
Creative Thinking	1	2	3	4	5	5
Customer Service				4	4	5
Decision Making	1	2	3	4	4	5
Flexibility (+)	3	3	3	4	4	5
Information Management	2	3	3	3	4	4
Integrity/Honesty	4	4	4	4	4	4
Interpersonal Skills (*)	2	2	3	3	4	5
Oral Communication	2	3	3	4	5	5
Planning and Evaluation				2	3	4	4
Problem Solving	2	2	3	4	5	5
Reading Comprehension	3	3	3	4	5	5
Reasoning	1	2	3	3	4	5
Resilience	1	2	3	4	4	4
Self-Management	2	3	3	3	4	5
Teaching Others				3	4	5
Teamwork (2)	2	2	3	3	5	5
Technical Competence	1	1	2	3	4	5
Technology Application	2	2	3	4	5	5
Writing	2	2	3	4	5	5

[2] Bolded competencies are validated for use for assessment and selection purposes.

Table 3: Behavioral Examples for Competencies

Competency Name	Definitions
Attention to Detail	**Is thorough when performing work and conscientious about attention to detail. Recalls information that has been presented previously.** • *Sets the standards for the quality of the work completed for the organization* • *Leads others in attending to detail in difficult and/or high-pressure circumstances* • *Reviews and edits work completed by others to ensure that the quality of work meets acceptable work standards* • *Independently completes thorough and accurate work*
Communication	**Provides timely, concise, and accurate information to others both orally and in writing. Helps others effectively communicate and ensures communication occurs between all organizational levels.** • *Displays ability to effectively communicate with others* • *Demonstrates prior timely, concise, and accurate oral and or written information sharing* • *Teaches others how to communicate effectively* • *Communicates between organizational levels*
Continual Learning (3)	**Assesses and recognizes own strengths and weaknesses; pursues new knowledge and skill-development.** • *Takes honest inventory of own strengths and weaknesses* • *Identifies personal skill gaps or areas for development* • *Actively identifies and pursues training or developmental opportunities* • *Seeks out feedback from others on performance* • *Displays a desire to learn new things or new ways of accomplishing tasks*
Creative Thinking	**Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.** • *Creates a work environment that encourages creative thinking and innovation* • *Explores new ideas, methodologies, and alternatives to reach outcomes* • *Introduces new concepts or strategies that significantly improve or revise the way work is performed* • *Suggests or proposes alternative ways to view or define problems; is not constrained by conventional thinking and established approaches* • *Combines ideas in unique ways or makes connections between disparate ideas*

Customer Service	**Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.** • *Commits to serving the public and understands their advisory role* • *Utilizes outreach, needs assessment, evaluation, and other marketing skills to identify and anticipate customer needs and provide exemplary customer service* • *Understands diverse customer groups, their perspectives, issues and needs* • *Works to ensure customers' needs are met, even when those needs are outside of the typical role of the position* • *Identifies and develops metrics to assess customer service satisfaction* • *Continuously improves products and services* • *Works and plans strategically, using a systems perspective to anticipate developing customer issues and needs and to provide timely solutions that focus on long-term benefits*
Decision Making	**Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.** • *Decides on the best course of action, even in situations with competing stakeholders or when results of decisions are not immediately clear* • *Weighs the pros and cons of potential decisions before choosing which actions to take* • *Commits to determining the best alternatives and evaluating their impact on work products* • *Uses sound methodology in reaching conclusions*
Flexibility	**Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.** • *Effectively adjusts strategies or course of action in response to changing conditions* • *Makes quality decisions when faced with ambiguous situations* • *Is willing to incorporate new information into decision making process* • *Adapts behavior to overcome challenges*
Information Management	**Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.** • *Demonstrates an understanding of where and how data or other information are maintained* • *Shows familiarity with the information management systems of the organization* • *Effectively searches for and finds appropriate information to address the needs of a project* • *Uses discretion when handling sensitive content*

Integrity/Honesty	**Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.** • *Takes pride in exhibiting personal and organizational integrity and honesty* • *Acts in a just, fair, and ethical manner and encourages ethical behavior among others, even when risky to do so* • *Inspires trust and confidence among stakeholders through reliability, authenticity, and accountability*
Interpersonal Skills	**Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.** • *Shows respect for the values and ideas of others, even when not agreeing with them* • *Empathizes with the concerns of others* • *Demonstrates tact and courtesy when interacting with associates* • *Is proactive in defusing arguments among peers* • *Seeks feedback from others to avoid blind-spots that can cause misunderstandings* • *Explores issues with the team; shares information; solicits ideas' uses participative decision-making processes*
Oral Communication	**Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.** • *Speaks honestly, effectively and with integrity* • *Makes convincing, articulate, and accurate oral presentations using non-verbal and vocal qualities that support the verbal spoken message* • *Effectively uses various communication channels, including meetings, presentations and briefings* • *Actively considers, plans for, and reacts appropriately to the audience and the contextual environment in order to minimize barriers to understanding* • *Explains complex information clearly and accurately, and seeks feedback to determine that understanding has occurred* • *Acts as an effective facilitator in group or team settings*
Planning and Evaluating	**Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.** • *Sets difficult but obtainable goals, benchmarks, or milestones* • *Determines resources required for successful completion of work and works with others to procure these resources* • *Collaborates effectively with other components of the organization* • *Establishes meaningful, observable metrics to track progress or evaluate performance* • *Ensures a clear and appropriate division of labor among team members*

Problem Solving	Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
	• *Examines problems and solutions with a long-term perspective*
	• *Effectively leads others in the effort of developing, identifying, and formulating problem solving strategies consistent with organizational goals*
	• *Uses logic to develop and implement innovative tools and techniques to resolve complex problems and issues*
	• *Uses logic to resolve complex, unique, or unusual problems*
	• *Consistently anticipates challenges that are not obvious to others*
	• *Determines the relevance of information in reaching effective conclusions*
	• *Formulates recommendations for the best course of action to address problems*
Reading Comprehension	**Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.**
	• *Demonstrations proper interpretation of written material*
	• *Applies what is learned from written material to specific situations*
	• *Can interpret various forms of written text or graphics to include charts, graphs, and tables*
Reasoning	**Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.**
	• *Determines the relevance of information in reaching effective conclusions*
	• *Uses logic to determine relationships among information in order to reach conclusions*
	• *Makes appropriate inferences from data, rules, or other information*
Resilience	**Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.**
	• *Achieves desired results in face of adversity*
	• *Overcomes barriers to accomplish goals*
	• *Stays positive in spite of setbacks*
	• *Works successfully in high pressure environments*
Self-Management	**Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.**
	• *Sets own goals and priorities and coordinates activities and deadlines with others to ensure project goals are met*
	• *Continually applies significant effort and persistence toward achievement of goals in all situations*
	• *Takes initiative and seeks out new or additional responsibilities and tasks*
	• *Completes work and meets objectives with minimal supervisory intervention*
Teaching Others	**Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.**
	• *Provides instruction and feedback to others*
	• *Acts as a mentor to others*
	• *Determines areas for improvement and training for others*
	• *Tutors others in the performance of tasks*

Teamwork (2)	**Motivates team members to accomplish group goals. Performs well in team settings and assists others when needed. Develops and maintains effective working relationships with others.** • Volunteers to assist associates with projects • Commits to working toward team or group goals • Displays team pride and empowers team pride among other group members • Works effectively in group settings in order to achieve team objectives
Technical Competence	**Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.** • *Demonstrates proficiency of technical subject matter area* • *Performs job tasks using the required physical and cognitive skills and abilities* • *Models technical task performance for others* • *Maintains currency on technical knowledge and technique*
Technology Application	**Uses computers, software applications, databases, and automated systems to accomplish work; uses machines, tools, instruments, or equipment effectively.** • *Effectively applies technology in the work setting* • *Uses machines, tools, instruments, or equipment to accomplish work* • *Uses technology appropriately and efficiently to complete tasks, contributing to team and organizational goals.*
Writing	**Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.** • *Composes clear, concise, and logical documents or correspondence involving complex technical information* • *Consistently and effectively tailors written products to a wide range of audiences and for diverse purposes in order to achieve a desired outcome* • *Proofreads and edits the writing of others* • *Effectively explains complex technical material to a non-technical audience* • *Uses correct grammar, punctuation, and spelling* • *Writes in an organized fashion that is easy to understand*

12

Table 4: General Competencies by Assessment Tool

Competency	Occupational Questionnaire	Structured Interview	Biodata	Cognitive Ability Test
Attention to Detail	Low	Medium	Low	High
Communication	Low	High	Low	Low
Continual Learning	Low	High	High	Low
Creative Thinking	Low	High	Medium	Medium
Customer Service	Low	High	Low	Low
Decision Making	Low	High	Medium	Medium
Flexibility	Low	High	Medium	Low
Information Management	Low	Medium	Medium	Medium
Integrity/Honesty	Low	High	Medium	Low
Interpersonal Skills	Low	High	Low	Low
Oral Communication	Medium	High	Medium	Low
Planning and Evaluating	Low	High	Medium	Low
Problem Solving	Low	High	Medium	High
Reading Comprehension	Low	Medium	Medium	High
Reasoning	Low	Low	Low	High
Resilience	Low	High	Medium	Low
Self-Management	Low	High	Medium	Low
Teaching Others	Low	High	Medium	Low
Teamwork (2)	Low	High	Medium	Low
Technical Competence	High	High	Low	Low
Technology Application	High	High	Low	Low
Writing	Low	Low	Medium	Low

Competency	Job Knowledge Test	Personality Inventory	Situational Judgment Test	Work Sample
Attention to Detail	Low	Medium	Low	High
Communication	Low	Low	High	High
Continual Learning (3)	Low	High	High	Low
Creative Thinking	Low	Medium	Low	High
Customer Service	Low	High	Low	Low
Decision Making	Low	High	Medium	Medium
Flexibility	Low	High	Medium	Low
Information Management	Medium	Low	Medium	High
Integrity/Honesty	Low	High	Medium	Low
Interpersonal Skills	Low	High	Low	Low
Oral Communication	Medium	High	Medium	Low
Planning and Evaluating	Medium	Medium	Low	High
Problem Solving	Low	Low	Medium	High
Reading Comprehension	Low	Low	Medium	High
Reasoning	Low	Low	High	Medium
Resilience	Low	Medium	Low	Low
Self-Management	Low	Medium	Low	Low
Teaching Others	Low	Medium	Medium	High
Teamwork (2)	Low	Medium	Medium	Medium
Technical Competence	High	Low	Medium	High
Technology Application	High	Low	High	Hight
Writing	Low	Low	Low	High

Table 5: Technical Competencies for Assessment & Selection

The following technical competencies are valid for assessment and selection, performance management, and other related human capital functions for the occupational series listed below. (NOTE: While the technical competencies below have been validated for assessment and selection for the series listed below, other technical competencies not listed below may be required depending on the position. Rely on the results of a job analysis and feedback from the hiring manager and subject matter experts to determine the exact technical competencies needed for a particular hire).

Table 5: Technical Competencies for Assessment & Selection GS-1016 – Museum Specialist and Technician	
• Archaeology 2 • Art History • Collections Care • Communication • Database Management Systems 2 • Facility Security Assessments 2 • Hazardous Materials 2	• Legal Compliance 2 • Physical Security Measures • Physical Security 2 • Research 2 • Sociology and Anthropology 2 • Technical Documentation 2

Appendix A: Museum Specialist and Technician General Competencies

Attention to Detail	Is thorough when performing work and conscientious about attending to detail.
Communication	Provides timely, concise, and accurate information to others both orally and in writing. Helps others effectively communicate and ensures communication occurs between all organizational levels.
Continual Learning (3)	Assesses and recognizes own strengths and weaknesses; pursues new knowledge and skill-development.
Creative Thinking	Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.
Customer Service	Works with clients and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services
Decision Making	Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
Flexibility (+)	Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.
Information Management	Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.
Integrity/Honesty	Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.
Interpersonal Skills (*)	Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Oral Communication	Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
Planning and Evaluating	Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.
Problem Solving	Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
Reading Comprehension	Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
Reasoning	Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
Resilience	Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
Self-Management	Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.
Teaching Others	Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.
Teamwork (2)	Motivates team members to accomplish group goals. Performs well in team settings and assists others when needed. Develops and maintains effective working relationships with others.
Technical Competence	Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues
Technology Application	Uses computers, software applications, databases, and automated systems to accomplish work; uses machines, tools, instruments, or equipment effectively.

Writing	Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Appendix B: Museum Specialist and Technician Technical Competencies[3]

Archaeology 2	Application of principles, concepts, theories, and methods of the study of past human activities through the physical remains of life and past human activities, including associated cultural resource management, ethnohistory and history, site evaluation, stabilization, and reconstruction methods.
Architecture 2	Applies the concepts, principles, theories, and practices used in the planning, design, construction, and maintenance of buildings or other structures, taking into consideration aesthetic and functional concerns.
Art History	The examination and knowledge of visual culture various visual conceptual outcomes related to art including but not limited to painting, drawing, sculpture, architecture, ceramics, and decorative arts.
Biology 2	Application of the knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies and interactions with each other and the environment.
Collections Care	Application of museum standards for documentation, preservation, and access/use of collections.
Communication	Provides timely, concise, and accurate information to others both orally and in writing. Helps others effectively communicate and ensures communication occurs between all organizational levels.
Database Management Systems 2	Utilizing database management systems to ensure data integrity, and security for effective information retrieval and storage.
Facility Security Assessments 2	Conducting facility security assessments to identify vulnerabilities and develop actionable recommendations for improving safety and protection measures.
Geology 2	Understand and interpret geological data to understand Earth's processes, materials, and history, utilizing various tools and techniques to inform resource use and management
Hazardous Materials 2	Manage hazardous materials by implementing safety protocols, conducting risk assessments, and ensuring proper handling and disposal to maintain a safe and compliant work environment.
Legal Compliance 2	Adhere to legal and regulatory requirements, codes, and executive orders to mitigate risks and maintain compliance.
Natural History	The application of the knowledge of the domain of inquiry involving organisms including animals, fungi, and plants in their natural environments, which encompasses the systematic study of any category of natural objects or organisms.

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[3] Includes competencies identified for positions by SMEs that were not considered "critical" across each occupational series. These competencies may still be used for training and development purposes.

Paleontology	Expertise in the study of the history of life on Earth and the recovery and utilization of fossils for the classification of organisms and the study or exhibition of their interactions with each other and their environments.
Physical Security Measures	Implementing physical security measures to protect assets, personnel, and facilities from potential threats and vulnerabilities.
Physical Security 2	Application of methods and controls to protect an organization from natural or man-made threats to physical locations.
Research 2	Conducting research to gather, analyze, and interpret data, contributing to informed decision-making and advancing knowledge in the field.
Sociology and Anthropology 2	Application of the concepts, principles, and theories of group behavior and dynamics; societal trends and influences; and cultures, their history, migrations, ethnicity, and origins.
Technical Documentation 2	Development of technical and operational documentation.

Appendix C: Museum Specialist and Technician Study Tasks

1	Preserves and/or conserves a diverse collection of sensitive objects.
2	Identifies the nature and causes of physical deterioration of artifacts.
3	Researches and performs preventative conservation techniques.
4	Researches materials for suitability for long term housing and/or exhibition of museum objects.
5	Monitors exhibit and storage environments for temperature, relative humidity, pests, light levels, dust, pollutants, and security.
6	Evaluates and identifies if a museum object is stable enough for exhibition or loan.
7	Develops and implements policy and procedures to provide appropriate conditions using established museum methods.
8	Plans the care, display, storage, and preservation of museum collection artworks/artifacts.
9	Prepares technical reports, annual inventories, and condition surveys regarding collection condition.
10	Advises curator on prioritizing conservation, deaccession, loan and transfer of museum objects.
11	Coordinates law enforcement and security to safeguard and protect artworks and museum objects.
12	Manages a variety of museum collections, including but not limited to archaeological artifacts, ethnographic, historic, art, and natural history specimens.
13	Accessions, catalogs, and labels objects.
14	Manages rehousing and storage for museum collections.
15	Determines if an object meets the scope of collections and accessions objects accordingly.
16	Researches museum collections to determine origin, provenance, authenticity, unusual attributes, or relevance to other scholarly areas of pursuit.
17	Determines storage and environment requirements for a variety of objects and material types.
18	Applies established standards and guidelines.
19	Inventories, identifies, cleans, prepares and transports objects.
20	Processes incoming and outgoing loans in accordance with DOI standards for insurance, security, and environment.
21	Develop and implement physical security standards for the collection.
22	Advises and provides recommendations on museum collection storage spaces to meet current museum standards.
23	Makes professional and public presentations to a variety of groups.
24	Participates in scientific or professional conferences.
25	Follows established processes for accessioning and cataloging museum objects.
26	Evaluate and respond to requests for information or access to the collection.
27	Promotes museum collections within the scholarly and museum communities and the public.

28	Maintains contact with contractors and federal, state, and local government museum professionals.
29	Oversees and coordinates the work of interns, volunteers, and contractors on museum collection projects.
30	Represents the Department to private and public museum representatives, educators, school groups, independent scholars and researchers, and the general public.
31	Engages with various stakeholders.
32	Assists in the development of Department-wide museum policies and procedures.
33	Coordinates with other professionals such as carpenters, electricians, and cleaning crews.
34	Supports exhibit development, design, and installation.
35	Works with exhibit designers, graphic artists, scholars, curators, interpretive planners, and contractors to identify collection resources that present exhibit themes and topics.
36	Identifies outside sources for loans, purchases or donations for inclusion in exhibition development.
37	Prepare and update core museum documents and checklists
38	Implement required laws, rules, regulations, and Department of the Interior museum policies
39	Conduct mentoring of interns, volunteers, and staff in developmental positions.
40	Manage collections data using the DOI approved collections management system.
41	Create and maintain legal museum documents (such as loans, accession receiving reports, receipt for property, and accession ledger entries).
42	Maintain digital museum collections, documents, and records.
43	Prepare clear and detailed summary reports, memos to file, and other written documents.
44	Establish and maintain relationships with relevant stakeholders
45	Develop material for and provide tour of museum as appropriate.
46	Conduct inventories of museum collections as appropriate