



State of California - Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

## Duty Statement

☐ CURRENT ☒ PROPOSED ☐ STANDARD

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| <b>Division</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Classification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Position Number</b>            |
| Headquarters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Sup., Cultural Resources Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 549-084-7563-001                  |
| <b>District/HQ Section</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Working Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>CBID</b>                       |
| Office of Historic Preservation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Supervisor, Archaeological Review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | S10                               |
| <b>Sector/HQ Unit</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Reporting Location</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Incumbent</b>                  |
| Archaeology and Env. Comp Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Sacramento, CA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                   |
| <b>State Housing (only check if required)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Supervisor Classification</b>  |
| <input type="checkbox"/> Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Career Executive Assignment (CEA) |
| <b>Position Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                   |
| <p>Under the general direction of the Deputy State Historic Preservation Officer (Career Executive Assignment), the Supervisor, Cultural Resources Program (Archaeology and Environmental Compliance Unit) coordinates, manages, and supervises statewide environmental review of federal and federally assisted projects pursuant to Section 106 of the National Historic Preservation Act (NHPA) and California Public Resources Code §§ 5024 and 5024.5. The position also supervises the technical review of historic property significance evaluations under Section 110 of the NHPA and nominations to the National Register of Historic Places. This position coordinates the interpretation of state and federal historic preservation statutes and regulations, and the subsequent development and implementation of policies, plans, standards, guidelines, and procedures used by the Office of Historic Preservation (OHP) to assist local governments and state and federal agencies and entities receiving federal funds, licenses or permits, to identify, evaluate, and take into account the effects of their actions on heritage resources. The incumbent provides expertise to the OHP when reviewing projects involving complex site archaeology. The incumbent also serves as the Coordinator of the California Historical Resources Information System. The incumbent supervises staff assigned to each of the above-mentioned program areas and coordinates with the other office supervisors on the relevant issues of their respective program responsibilities. Supervision of staff includes responsibility for initial training, ongoing professional development, performance appraisal, upward mobility and other administrative tasks associated with a supervisor. Management of staff includes initial training and ongoing professional development of first line supervisory staff to ensure review consistency throughout the OHP's archaeology program.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                   |
| <b>Essential Functions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                   |
| Percentage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                   |
| 35%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Responsible for review oversight of federal and federally assisted projects to ensure that these projects take archaeological resources into account in a consistent manner, statewide, to comply with applicable laws, regulations, and policies. Supervises staff and provides leadership regarding review of, particularly, the more complex or controversial projects. Provides leadership and guidance in the facilitation of consultation and related negotiation and conflict resolution skills. Coordinates interdisciplinary review with other units in OHP. Develops historic preservation policy related to archaeological resources and ensures consistent application of that policy among staff during regulatory compliance review. |                                   |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Acts as the coordinator of the California Historical Resources Information System (CHRIS). Liaises between the coordinators and hosts for the regional Information Centers and the SHPO and Deputy SHPO. Makes recommendations to the State Historic Preservation Officer about decisions related to the operation of the CHRIS and the maintenance of the CHRIS Inventory. Prepares information for and makes presentations to the State Historical Resources Commission in its approval role for the CHRIS. Oversees the more complex responsibilities for this program.                                                                                                                                                                         |                                   |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Conducts regulatory compliance review of the most complex or controversial projects. Provides expertise and emergency response to agencies regarding contaminated site archaeology, such as oil spills and toxic releases, and other projects requiring federally mandated remediation.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                   |

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| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Oversees internal program and administrative operations of all aspects of the Archaeology and Environmental Compliance Unit and interaction of the unit personnel with other programs in the OHP. As part of the management team in the OHP, participates in the preparation of internal and external policies, standards, and guidelines for implementing the regulatory role carried out by the office in reviewing and commenting on the environmental effects of federal and state projects on heritage resources. Participates in workshops, meetings and conferences in which cultural resources management laws and practices are discussed and studied, or in which negotiations occur that lead to resolution of environmental issues under Section 106 of the NHPA. |      |
| <b>Marginal Functions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |
| Percentage                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Performs other job-related duties as necessary for operational continuity. Attends staff meetings and training and prepare administrative paperwork to meet operational needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |
| <b>Typical Working Conditions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |
| Office environment. The incumbent would work in a climate-controlled office under artificial lighting and be required to sit for long periods using a keyboard and video display terminal.                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |
| Telework Designation:<br>This position is designated as telework eligible-remote centered. Employees are required to work in-person at least 2 days a week.                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |
| <b>Special Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |
| None                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |
| <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> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |
| <b>Supervisor Statement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |
| <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 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |
| <b>Employee Statement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |
| <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 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |

Revised Date:

Classification:

Position Number: