



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Office of Historic Preservation	State Historian III	549-084-2799-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Office of Historic Preservation	State Historian III	S10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Architectural Review and Registration Unit	Sacramento	N/A
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
☐ State Housing may be required.		Supervisor, Cultural Resource Program
POSITION DESCRIPTION		
Under the general direction of the Cultural Resources Program Supervisor, the incumbent serves as the program lead for the Registration and Environmental Compliance Group in the Architectural Review and Registration Unit of the California Office of Historic Preservation. The incumbent coordinates aspects of the Section 106 and PRC 5024 environmental review programs, overseeing staff providing the environmental compliance reviews. The functions of these programs are mandated by the National Historic Preservation Act, as amended, and the California Public Resources Code. The incumbent provides professional support for the interpretation, development and implementation of policies, plans, standards, guidelines, and procedures that ensure compliance with the program requirements of the National Register of Historic Places, California Register of Historical Resources, California Historic Landmarks, and State Points of Historical Interest programs. The incumbent supervises staff, including responsibilities for training, mentoring, performance evaluations, and supporting staff development. As program lead, the incumbent coordinates with other office supervisors, provides technical guidance to agencies, property owners, and consultants, and directs the development of staff training.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	REGISTRATION PROGRAM MANAGEMENT: Leads the interpretation of federal and state program guidelines and develops office policies, standards, and procedures to implement the requirements of the National Register of Historic Places, the California Register of Historical Resources, California Historical Landmarks, and State Points of Historical Interest programs. Oversees the review and processing of complex nominations, ensuring consistency and compliance with applicable regulations. Provides guidance and technical assistance to staff, property owners, local governments, and other agencies regarding nomination procedures, eligibility criteria, and preservation standards. Oversees the evaluation of supporting documentation, and the preparation of summaries and recommendations for designation decisions. Works with staff to maintain and update program records and databases, monitoring trends in historic preservation, and recommending strategies to improve program effectiveness. Participates in training and outreach to enhance understanding of registration requirements and to promote historic preservation across communities and agencies.	
30%	ENVIRONMENTAL REVIEW PROGRAM COORDINATION: Acts as project manager for projects reviewed under Section 106 and Section 110 of the National Historic Preservation Act and California Public Resources Code §5024. Plans, organizes, and directs staff in the completion of project reviews and ensures consistency in the implementation of Section 106 and PRC §5024 requirements with other office	



Duty Statement

	units. Supervises the development and administration of Memoranda of Understanding and Programmatic Agreements with affected agencies and coordinates with other program staff to address planning, compliance, and operational needs.	
15%	PROJECT COORDINATION: Leads the planning and execution of the quarterly meetings of the State Historical Resources Commission, managing complex coordination requirements, working with staff to prepare reports and briefings, and ensuring smooth operation of all associated activities. This includes developing training materials and handbooks and organizing and conducting workshops and training sessions. Participates as part of the management team in the development of internal and external policies, standards, and guidelines to implement the Office's regulatory role in reviewing and commenting on the environmental effects of federal and state projects on historical resources.	
15%	ADMINISTRATION AND SUPERVISION: Supervises staff, including participation in recruitment, selection, counseling, and performance appraisals. Maintains time sheets, staff assignments, and personnel actions. As part of the management team in the Office, 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 historical resources and ensuring that program objectives and supervisory responsibilities are fully met.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
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:		
This position is designated as telework eligible-remote centered. Employees are currently required to work in-person at least 2 days a week.		
SPECIAL REQUIREMENTS:		
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 the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
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 WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)		SUPERVISOR SIGNATURE
EMPLOYEE STATEMENT:		
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.		
EMPLOYEE NAME (PRINT OR TYPE)		EMPLOYEE SIGNATURE
		DATE