



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Office of Historic Preservation	State Historian III	549-084-2799-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Office of Historic Preservation	State Historian III	S10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Local Govt and Environmental Review	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 Project Review and Environmental Compliance Group in the Local Government and Environmental Review Unit of the California Office of Historic Preservation (OHP). 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 for the unit and the OHP. The incumbent oversees and directs staff who review and comment on or prepare documents that deal with historic properties identification, evaluation, and treatment. 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	
45%	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 units. Serves as a primary liaison with federal, state, and local agencies, facilitating effective consultation and resolution of complex compliance issues. Develops and refines review procedures, guidance materials, and training to enhance program efficiency and staff expertise. Monitors program performance and workload distribution, recommending improvements to strengthen coordination, responsiveness, and alignment with OHP's preservation mission.	
25%	PROJECT COORDINATION: Supervises the development and administration of the more complex, comprehensive, and lengthy agreement documents such as memoranda of agreement and programmatic agreements that stipulate how the effects of a project or entire program on the historic, archaeological, and cultural environment will be taken into account, and coordinates with other program staff to address planning, compliance, and operational needs.	



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	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.	
10%	Assists the Supervisor of the Local Government and Environmental Compliance Unit with the administration and implementation of additional program responsibilities assigned to the Unit.	
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