



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Office of Historic Preservation	Office of Historic Preservation	549-084-2800-019
DISTRICT/HQ SECTION	WORKING TITLE	CBID
N/A	State Historian II	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Local Government	Sacramento, CA	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Supervisor, Cultural Resources
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the direction of the Supervisor of the Local Government and Environmental Compliance Unit, the incumbent operates at the full journey level performing the more difficult and complex work in cultural resource management mandated for the Office of Historic Preservation by applying both federal and state rules, regulations, guidelines and best practices. The State Historian II reviews and comments on, or prepares, documents that deal with historic properties identification, evaluation, and treatment. The incumbent is responsible for ensuring project compliance with Section 106 of the National Historic Preservation Act, the Public Resources Code Part 5024 and 5024.5, as well as assisting with the administration of the Cultural Resources Survey and Inventory Program, the federal Certified Local Government (CLG) Program. Duties include providing information and technical assistance to city and county government officials, state and federal representatives, preservation professionals and the public at large, pursuant to state and federal statutes and regulations.</p>		
<p>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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<p>Reviews, analyzes, and comments on, from both an academic and regulatory perspective, the more complex environmental technical documents that are prepared pursuant to federal or state environmental statutes, guidelines, and regulations to address the impacts of projects on the historic environment. Such documents include built environment survey reports, evaluation reports, cultural resources management plans, historical research designs, outreach plans, finding of effect documents, and treatment plans. The incumbent assesses the adequacy of such documents for meeting the regulatory requirements of Section 106 of the National Historic Preservation Act and the California Public Resources Code 5024 et seq. Attends meetings as necessary to provide regulatory guidance and to facilitate the resolution of consultation issues. The incumbent may interact with Native American tribes, governmental agencies, the private sector, and other interested parties regarding cultural resources issues of importance to the tribes.</p>	
20%	<p>Assists with the management of CLG historic context statement and survey projects funded with federal grant monies. Provides technical assistance to CLG staff and preservation consultants to ensure consistent application of historic context statement and survey policies and procedures. Reviews and analyzes incoming survey reports and documentation for proper execution of identification, description, and evaluation standards as determined by the Secretary of the</p>	

	Interior's Standards and Guidelines for Archaeology and Historic Preservation. Approves survey findings for incorporation into statewide inventory.
20%	Assists with the administration of the CLG Program. Evaluates local government historic preservation programs for certification. Makes recommendations and provides technical assistance to local government officials and representatives, preservation professionals, and the general public with respect to the historic preservation activities of local governments. Participates in the review and evaluation of competitive CLG grant applications, determining grant recipients and funding levels. Acts as program lead during administration of CLG grant projects, as assigned. Reviews and comments on CLG annual reports.
10 %	Provides Assists with the coordination and administration of the Office of Historic Preservation's (OHP's) role in the Mills Act Program. Assists in maintaining information about local governments participating in the Mills Act and a list of local government Mills Act contacts. Provides information to local governments and the public about the benefits of the program.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	Develops and delivers training sessions and materials for historic preservation organizations, local governments, historic preservation commissioners, and other historic preservation related audiences. Assists with the organization of workshops at which training sessions may be presented.
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

The work environment will include both field and office environments. In the field the incumbent may experience all climatic conditions, including rain, and sometimes extreme heat. The incumbent may be required to visit project areas, where the environmental conditions may vary considerably. While at their base of operation, the employee will work in a climate-controlled office, mostly under artificial light. The incumbent may be required to sit for extended periods of time while attending meetings or when responding to electronic mail or writing reports. The incumbent will be using a keyboard/mouse and video display monitor.

TELEWORK DESIGNATION:

This position is designated as Telework Eligible - Remote Centered.

SPECIAL REQUIREMENTS:

This is a non-supervisory position. On individual efforts or projects, the incumbent may serve in a lead capacity over other Office of Historic Preservation staff, consultants, or student research assistants.

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	DATE

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



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Office of Historic Preservation	Office of Historic Preservation	549-084-2801-xxx
DISTRICT/HQ SECTION	WORKING TITLE	CBID
N/A	State Historian I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Local Government	Sacramento, CA	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Supervisor, Cultural Resources
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the supervision of the Local Government and Environmental Compliance Unit Supervisor, Cultural Resource Programs, the incumbent performs the less difficult work in cultural resource management mandated for the Office of Historic Preservation by applying both federal and state rules, regulations, guidelines and best practices. With supervision, the State Historian I reviews and comments on, or prepares, less complex documents that deal with historic properties identification, evaluation, and treatment. Under direct supervision the incumbent is responsible for ensuring project compliance with Section 106 of the National Historic Preservation Act, the Public Resources Code Part 5024 and 5024.5, as well as assisting with the administration of the Cultural Resources Survey and Inventory Program, the federal Certified Local Government (CLG) Program. Duties include helping to prepare information and technical assistance for city and county government officials, state and federal representatives, preservation professionals and the public at large, pursuant to state and federal statutes and regulations.</p>		
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	
40%	<p>Under direct supervision, reviews, analyzes, and comments on, from both an academic and regulatory perspective, the less complex environmental technical documents that are prepared pursuant to federal or state environmental statutes, guidelines, and regulations to address the impacts of projects on the historic environment. Such documents include built environment survey reports, evaluation reports, cultural resources management plans, historical research designs, outreach plans, finding of effect documents, and treatment plans. With guidance, the incumbent assesses the adequacy of such documents for meeting the regulatory requirements of Section 106 of the National Historic Preservation Act and the California Public Resources Code 5024 et seq. Participates in meetings to contribute to regulatory guidance provided by OHP and to facilitate the resolution of consultation issues. Under supervision, the incumbent may interact with Native American tribes, governmental agencies, the private sector, and other interested parties regarding cultural resources issues of importance to the tribes.</p>	
20%	<p>Assists with the less difficult management of CLG historic context statement and survey projects funded with federal grant monies. With supervision, provides technical assistance to CLG staff and preservation consultants to ensure consistent application of historic context statement and survey policies and procedures. Reviews and analyzes incoming survey reports and documentation for proper execution of identification, description, and evaluation standards as</p>	

	determined by the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.
20%	Assists with the less difficult aspects of the administration of the CLG Program. Under direct supervision, evaluates local government historic preservation programs for certification. Participates in preparing recommendations and technical assistance to local government officials and representatives, preservation professionals, and the general public with respect to the historic preservation activities of local governments. Under direct supervision, participates in the review and evaluation of competitive CLG grant applications, determining grant recipients and funding levels. Acts as program lead during administration of CLG grant projects, as assigned. Reviews and comments on CLG annual reports.
10 %	Assists with the less complex aspects of the coordination and administration of the Office of Historic Preservation's (OHP's) role in the Mills Act Program. Assists in maintaining information about local governments participating in the Mills Act and a list of local government Mills Act contacts. Provides information to local governments and the public about the benefits of the program.
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