



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Office of Historic Preservation	Deputy State Historic Preservation Officer (CEA A)	549-084-7500-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Headquarters	Deputy State Historic Preservation Officer	M01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Office of Historic Preservation	Sacramento	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		State Historic Preservation Officer
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under general direction of the State Historic Preservation Officer (SHPO), the Deputy State Historic Preservation Officer assists in the management of programs established by the National Historic Preservation Act of 1966, as amended, the California Register of Historical Resources, and other State laws pertaining to historic preservation. In consultation with the SHPO, the Deputy SHPO is responsible for the general management of the Office of Historic Preservation. This includes signature authority for the SHPO on legal documents, and representation of the SHPO at local, state, and national meetings. The Deputy SHPO also provides management, supervision, and oversight of all the units in the office. This position is responsible for overseeing the administrative framework for the Office of Historic Preservation as mandated by federal regulations (36 Code of Federal Regulations Part 61).		
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	
25%	General Policy Determination and Implementation: Responsible for the development of policies that ensure adherence to the National Historic Preservation Act of 1996, as amended, and applicable California State laws and regulations that pertain to the identification, evaluation, registration and protection of California's irreplaceable archeological, tribal, and historical resources. In consultation with the SHPO and collaboration with other program managers and supervisors, interpret and develop policies, standards, rules, and regulations related to DPR's complex historic preservation efforts. Act as the policy authority on OHP programs and as liaison with other Divisions and Executive management; work with the SHPO and the management team to plan, develop, and accomplish effective organizational goals. Serve with decision-making authority on the most sensitive projects where a high degree of expertise and organizational knowledge is needed.	
20%	Compliance Oversight: Responsible for overseeing the review of undertakings under Section 106 of the National Historic Preservation Act and Public Resources Code 5024, as well as the review of projects for purposes of federal and state tax incentives. Provide advice and consultation to the SHPO on developing appropriate compliance strategies to ensure compliance with state and federal regulations. Responsible for the overall management of Public Records Act requests and Freedom of Information Act actions.	

20%	Special Projects: Manage and organize long and short-term specific projects for the Office, such as the California Statewide Historic Preservation Plan updates and the California Historical Resources Information System CA-SHPO-Online automation project. Prepare analyses and responses to Department and/or Agency inquiries and exercises.	
15%	Office of Historic Preservation Administration: Provide leadership and direction to multi-disciplinary historic preservation staff responsible for program and project reviews, policy development and adherence, and working relationships with local, state and federal agencies, tribes, historic preservation groups, and the public. Provide full management, direction, and supervision to the Unit Supervisors. General oversight of the administrative aspects of the office, including human resources functions and fiscal and grants.	
10%	State Historical Resources Commission: Provides administrative support for the Commission and ensures that Commission-related activities are in compliance with Public Resources Code Sections 5020.2 through 5021. Responsible for oversight of the four historic resource designation programs (National Registration of Historic Places, California Register of Historical Resources, California Historical Landmarks, and California Points of Historical Interest) administered by the office.	
5%	Tribal Liaison: Acts as tribal liaison for the Office of Historic Preservation, which includes corresponding with tribal representatives, attending meetings and workshops, listening to and considering tribal concerns related to OHP programs, and communicating with the National Park Service about the Tribal Historic Preservation Officer program.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity.	
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.		
SPECIAL REQUIREMENTS:		
None		
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