



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Office of Historic Preservation	Supervisor, Cultural Resource Program	549-084-7563-004
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Office of Historic Preservation	Supervisor, Cultural Resource Program	S10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Architectural Review and Registration	Sacramento	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Deputy State Historic Preservation Officer (CEA)
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general direction of the State Historic Preservation Officer and Deputy State Historic Preservation Officer, the incumbent supervises and coordinates, on a statewide level, the activities of the Architectural Review, Registration, and Environmental Compliance Unit of the California Office of Historic Preservation. The incumbent is responsible for administering and managing the Federal and State Historic Preservation Tax Incentives Programs, National Historic Preservation Act Section 106 and Public Resources Code (PRC) §5024 environmental review programs, and overseeing the National Register of Historic Places, California Register of Historical Resources, California Historical Landmarks, and State Points of Historical Interest programs. The incumbent focuses on architectural review and environmental compliance and provides oversight of registration and designation programs. The incumbent provides professional support for diverse federal and state mandated programs, including: 36 CFR Part 67, Section 106 of the National Historic Preservation Act, and state requirements under Sections 5024, 5024.5, and 5028 of the California Public Resources Code, CEQA, and Governor's Executive Order W-26-92. The work requires detailed knowledge of the Secretary of the Interior's Standards for the Treatment of Historic Properties, the Americans with Disabilities Act (ADA), the California Historical Building Code (CHBC). The incumbent also works with the integration of sustainability standards such as LEED in relation to historic properties. The position supervises professional staff assigned to all program areas, including responsibility for training, mentoring, performance appraisals, and supporting upward mobility. The incumbent works closely with other office supervisors to address cross-program issues and participates as part of the management team in developing statewide policies and procedures. The position also provides technical expertise and guidance to local, state, and federal agencies, property owners, and consultants on the application of historic preservation requirements and best practices. The reporting location for this position is Downtown Sacramento.		
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	

30%	Supervise the review and administration of the Federal and State Rehabilitation Tax Credit Programs, with primary responsibility for ensuring consistent interpretation of the Secretary of the Interior's Standards in evaluating applications, photographic documentation, and detailed architectural drawings for rehabilitation projects. Track project review status and deadlines and promotes the use of tax incentives through technical publications, fact sheets, workshops, presentations, and consultation with local officials, financiers, developers, and preservation advocates. In addition, oversee the review of complex projects under the Federal and State Rehabilitation Tax Credit Programs, providing technical recommendations, alternative design solutions, and coordination in consultation with preservation professionals, developers, and government agencies.
25%	Oversee the interpretation of federal and state program guidelines for the National Register of Historic Places, the California Register of Historical Resources, California Historical Landmarks, and State Points of Historical Interest, including the review of more complex nominations and the development of office policies and procedures to implement registration program requirements. In addition, oversee the planning and execution of the quarterly meetings of the State Historical Resources Commission, managing complex coordination requirements and providing technical assistance to internal and external stakeholders.
25%	Oversee the review of projects under Section 106 and Section 110 of the National Historic Preservation Act and California Public Resources Code §5024, with primary emphasis on architectural review and environmental compliance. Responsibilities include evaluating projects, developing and administering Memoranda of Understanding and Programmatic Agreements with affected agencies, and ensuring consistency in the implementation of Section 106 and PRC §5024 across the office's units. In addition, provide oversight of registration-related compliance matters, including the integration of designation program requirements where they intersect with federal and state environmental review processes, and assist in the development of office policies and procedures to support these responsibilities.
10%	Serve as the primary point of contact for disaster response and emergency preparedness issues within the office, with primary emphasis on providing technical assistance to local, state, and federal agencies; coordinating with CalOES and FEMA on disaster planning and mitigation; and developing educational outreach materials, including website and web-based resources, presentations, bulletins, education, and/or outreach on timely issues to be identified, such as Disasters and Emergency Preparedness, Design Guidelines, Infill Construction, Sustainability, and Climate Change
5%	As part of the management team, contribute to the development of office policies, standards, and guidelines for environmental and registration program reviews, while also managing supervisory responsibilities such as budgeting, hiring, staff assignments, and performance evaluations. Responsibilities also include the development of training materials, handbooks, workshops, and training sessions to support both architectural/environmental compliance and registration program needs.
%	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 - Office 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