



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Office of Historic Preservation	State Historian II	549-084-2800-014
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Headquarters	State Historian II	R10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Architecture Registration and Project Review	Sacramento	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		State Historian III
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 direction of the State Historian III in the Architecture Registration and Project Review Unit, the incumbent operates at the full journey level performing the more difficult and complex work in cultural resources management and historical research 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 and ensures compliance with Section 106 of the National Historic Preservation Act, the California Public Resources Code Part 5024 and 5024.5. Duties include communication and consultations with representatives of federal, state, and local governmental agencies, tribal nations and communities, the private sector, the public, and professionals in historic preservation.		
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%	Reviews, analyzes, and comments on 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.	
25%	Reviews and comments or prepares the most complex, comprehensive and lengthy agreement documents such as Memoranda of Agreement and Programmatic Agreements stipulating how the effects of agency programs and projects on historic properties will be taken into account.	
15%	Assists in the preparation of guidelines, standards, research designs, plans and other documents for use by agencies, tribes, and the public in addressing the consideration and preservation of historic cultural resources in the State of California. Incumbent contributes to the refinement of	

	internal procedures and guidance that supports consistent application of Section 106 and related preservation standards.	
10%	Assists in the development and delivery of training for internal and external stakeholders in the processes and procedures used by the Office of Historic Preservation and the interpretation and use of federal and state statutes, regulations and guidelines that address historic properties.	
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 - 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