



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Office of Historic Preservation	Restoration Architect	549-084-3953-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Headquarters	Restoration Architect	R09
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Office of Historic Preservation	Sacramento	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
☐ State Housing may be required.		Deputy State Historic Preservation Officer
POSITION DESCRIPTION		
Under the general supervision of the State Historic Preservation Officer, the Restoration Architect shall be responsible for assisting in the state-wide review of the federal Historic Tax Incentives Program and the State Historic Rehabilitation Tax Credit program. The incumbent also provides professional architectural 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.		
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%	Review of submitted Tax Certification Projects, through consistent application of the Secretary of the Interior's Standards for the Treatment of Historic Properties against applications, photographic documentation, and architectural drawings for each project. Such review involves consultation with contacts and owners, historic preservation consultants, architects, governmental agencies, and local, state, and federal building officials; recommending alternative design and construction solutions, preservation techniques, and application of alternative codes; on-site inspections and consultations; and preparation of justifications for recommendation at the federal level.	
25%	Development of the proper application of sustainable products and strategies to historic properties, including research into 'best practices' and promotion of these strategies to the general public and government agencies.	
10%	Working with the division's various units to develop, promote, and provide an architectural technical assistance program throughout the state on all rehabilitation projects, including Tax Certification, federal and state financed or permitted, and private development. Providing technical assistance as required to the general public and government agencies.	
10%	Providing architectural review for the division's units as needed and in compliance with state administrative regulations, and federal (Section 106 of the National Historic Preservation Act) and state (CEQA) requirements for the preservation of historic architectural resources. These responsibilities require effective consultation with federal, state, and local officials, as well as diplomacy in negotiating mutually acceptable design solutions to avoid potential conflict and confrontation and includes projects under Section 5024.5 of the State Public Resources Code, requiring consultation with the Office of Historic Preservation of projects affecting historic structures, including direct review of plans and specifications in consultation with agency staff and the State Architect.	



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10%	Promotion of the Federal Tax Certification program and other incentives throughout the state, including preparation of technical fact sheets and other publications, public speaking, conferences, workshops, and consultation with local government officials, financiers, developers, and preservation advocates. Collaborate with the National Park Service to review their programs as requested to improve our service to the public.	
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:		
Possession of a valid class "C" Driver's License is required. In order to fulfill these responsibilities, the incumbent must have detailed knowledge of the application of the Secretary of the Interior's Standards for the Treatment of Historic Properties, ADA (Americans with Disabilities Act), and the CHBC (California Historical Building Code). Incumbent should also have a working knowledge of LEED (Leadership in Energy and Environmental Design) and its relationship to historic properties.		
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