



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)		
Office of Historic Preservation	Retired Annuitant (Analyst III)	549-084-5402-xxx		
DISTRICT/HQ SECTION	WORKING TITLE	CBID		
Office of Historic Preservation	Analyst III -Retired Annuitant	R01		
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT		
Office of Historic Preservation	Sacramento	N/A		
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR		
☐ State Housing may be required.		State Historic Preservation Officer (SHPO)		
POSITION DESCRIPTION				
Under the general direction of the State Historic Preservation Officer (SHPO) and the Deputy State Historic Preservation Officer (DSHPO) in the Office of Historic Preservation (OHP), the Retired Annuitant shall assist in leading the OHP efforts in managing, organizing, and providing advanced journey level analytical support for the California Statewide Historic Preservation Plan.				
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%	Under general direction of the SHPO and DSHPO, this position coordinates, plans, and manages the development, preparation, and evaluation of the California Statewide Historic Preservation Plan (State Plan) as required by the National Park Service. Plans, designs, implements, and evaluates the planning process and planning cycle, including the summary of the planning process, the statement describing the planning cycle, the vision for historic preservation, and program goals and objectives. Conducts research and analysis of data to develop the summary. Coordinates and reviews the work of other analysts and support staff engaged in these complex planning tasks. Statewide Historic Preservation Plan			
40%	Organizes and conducts statewide surveys and public input activities in support of the State Plan, including an online survey, public listening sessions held throughout the state and online, and one-on-one interviews with specific individuals. Conducts research and analysis of data to develop the documentation of the State's historic and cultural resources; recommends standards, policies, and procedures for inclusion in the State Plan. Stakeholders include OHP staff, tribes, state legislature, state and federal agencies, historic preservation entities, cultural resource management professionals, and the public.			
15%	Attending internal and public outreach sessions in person or virtually; prepares monthly briefings and status reports for the SHPO and DSHPO; documents outreach efforts for inclusion in the State Plan; coordinates and communicates with the National Park Service on drafts and reporting.			
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.				



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SPECIAL REQUIREMENTS:		
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