

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. HISTRSPE

**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DNR-NATURAL RESOURCES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> History Specialist-E	<b>10. Division</b> Michigan History Center
<b>5. Working Title (What the agency calls the position)</b> Special Project History Specialist	<b>11. Section</b> Museums
<b>6. Name and Position Code Description of Direct Supervisor</b> VOIGT, TOBI M; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> Michigan History Museum
<b>7. Name and Position Code Description of Second Level Supervisor</b> CLARK, SANDRA S; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 702 West Kalamazoo, Lansing / 40 hrs, Monday-Friday, with evenings and weekends

**14. General Summary of Function/Purpose of Position**

This two-year, limited term position completes a variety of professional assignments involving the interpretation and presentation of Michigan history and historical artifacts to build Michiganders' appreciation of aspects of Michigan history. Specifically, the position will support the final development and first stage of implementation of the Preserving Nuestra Historia program, including but not limited to conducting oral history interviews and trainings; scanning community photographs and documents; providing training on archival and artifact preservation, care and storage; compiling research sources on Latino history; processing collected materials and preparing them for sharing online. This position will also conduct original research and develop materials for use online.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 40**

Gather and document history using a wide range of research methods, including oral history, and create history documentation files that others can use in the future.

**Individual tasks related to the duty:**

- Conduct oral history interviews, including managing all equipment, orienting participants, and completing all paperwork.
- Scan community member documents, photographs and other materials, saving files and providing copies on flash drive.
- Transcribe completed oral histories and prepare for accessioning and cataloging, as applicable.
- Process and catalog scanned documents and photographs, as applicable.
- Coordinate evaluation and continuous improvement
- Maintain records and prepare reports and correspondence related to the work.

**Duty 2**

**General Summary:**

**Percentage: 25**

Conduct in-person trainings and workshops on historic preservation in communities

**Individual tasks related to the duty:**

- Support the development of training presentations and resources.
- Conduct trainings on archival preservation, digitization, oral history, family history/genealogy and other related topics in communities.
- Respond to community member questions and requests for more information and resources.
- Coordinate evaluation and continuous improvement.
- Maintain records and prepare reports and correspondence related to the work.

**Duty 3**

**General Summary:**

**Percentage: 15**

Research and compile an index of information on Latinos in Michigan at museums, libraries, archives and other repositories across the country.

**Individual tasks related to the duty:**

- Perform independent research to evaluate the inclusion of archival materials, artifacts and historic sites in the project.
- Research primary and secondary sources of historical data to verify accuracy of information and to gather information for resource materials.
- Prepare reports and/or interpretive materials for staff and partner use.
- Coordinate evaluation and continuous improvement.
- Maintain records and prepare reports and correspondence related to the work.

**Duty 4**

**General Summary:**

**Percentage: 15**

Support the development of a project website or webpage.

**Individual tasks related to the duty:**

- Draft text about the project for use online.
- Gather and document history using a wide range of research methods, including oral history, and create history documentation files that others can use in the future.
- Compile digital resources, prepare for accessibility and post online.
- Maintain the online clearinghouse finding aid by revising descriptions and links and adding new resources.
- Coordinate evaluation and continuous improvement.
- Maintain records and prepare reports and correspondence related to the work.

**Duty 5**

**General Summary:**

**Percentage: 5**

Other duties as assigned

**Individual tasks related to the duty:**

- Serve on the MHC's Diversity, Equity and Inclusion team.
- Support the outreach programs in other aspects of MHC work, such as archaeology, collections, exhibits, heritage trails and markers, as applicable.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Conducting presentations and workshops, conducting and transcribing oral histories, developing resource materials.

**17. Describe the types of decisions that require the supervisor's review.**

Budget development and ordering supplies. Oral history participant selection; new programs, events and partnerships.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Sustained public interaction in leading, managing and facilitating meetings; includes regular travel within Michigan. Position is a mix of desk and computer work and more physical set up and facilitation of public meetings.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> N | Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential functions of this position?**

Support the final development and implementation of the Preserving Nuestra Historia program, including but not limited to conducting oral history interviews and trainings, scanning community photographs and documents, and providing training on archival and artifact preservation, care and storage. This position will also conduct original research and develop materials for use online.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

New position

**25. What is the function of the work area and how does this position fit into that function?**

Provides logistical support for grant-funded Preserving Nuestra Historia project, including conducting oral histories and training workshops.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of a bachelor's degree in history, art history, museum studies, American studies, architectural history, historic preservation, anthropology, or archival management.

**EXPERIENCE:**

**History Specialist 9**

No specific type or amount is required.

**History Specialist 10**

One year of professional experience involving the recording, preservation, and presentation of history, historical artifacts, records, and sites equivalent to a History Specialist 9.

**History Specialist P11**

Two years of professional experience involving the recording, preservation, and presentation of history, historical artifacts, records, and sites equivalent to a History Specialist, including one year equivalent to a History Specialist 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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- Knowledge of historical research methods.
- Knowledge of the proper techniques for handling, caring for, evaluating and preserving historical artifacts.
- Knowledge of methods and techniques used in museum education or history appreciation programs.
- Knowledge of archival principles.
- Knowledge of Michigan History.
- Knowledge of community preservation organizations.
- Ability to conduct and record directed historical information.
- Ability to write summaries of historical information.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

n/a

***I certify that the entries on these pages are accurate and complete.***

ALLISON MARSTON

12/9/2025

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date