

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. ARTECTAA07R
--

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.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO-MSF-MEDC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description ARCHITECT-A	10. Division State Historic Preservation Office
5. Working Title (What the agency calls the position) Historical Architect	11. Section
6. Name and Position Code Description of Direct Supervisor MACFARLANE-FAES, MARTHA L; HISTORIAN MANAGER-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor WILDMAN, MICHELE; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 300 N. Washington Square, Lansing, MI 48913 / M-F, 8am-5pm
14. General Summary of Function/Purpose of Position The recognized resource SHPO Historical Architect is responsible for independently providing the full range of professional architectural duties to carry out the architectural design and plan and specification review aspects of the State Historic Preservation Office Programs including the Federal and State Historic Preservation Tax Incentives Programs, Section 106 of the National Historic Preservation Act, the Local Historic Districts Act (1970 PA 169), and local restoration and rehabilitation projects statewide. With knowledge of the principles and practices of architecture coupled with knowledge of preservation techniques, the Historical Architect is required to independently review and approve plans and specifications for restoration and rehabilitation projects, evaluate and inspect these projects, prepare related technical reports, provide technical assistance and recommendations to those involved with these projects, participate in the development of the state historic preservation plan, assist with the development of preservation plans for state owned properties, and aid in the preparation and development of graphic projects and presentations.	

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: 60

State and Federal Historic Preservation Tax Incentives Programs: The recognized resource SHPO Historical Architect oversees the State Historic Preservation Tax Incentive Program and shares oversight of the Federal Preservation Tax Incentives Program. The position evaluates rehabilitation work for certification of commercial properties and provides recommendations to the State Historic Preservation Officer. This involves review, modification and approval of plans, specifications and construction documents, and communication and coordination with staff at the National Park Service, Technical Preservation Services Division.

Individual tasks related to the duty:

- Independently review certification applications, project plans and specifications and complete review forms.
- Assist property owners, architects and developers in the project planning and completion of applications.
- Work with other SHPO architect(s) to distribute State Tax Credit reviews as needed, particularly when there is overlap with Federal and State Historic Preservation Tax Credit projects.
- Record keeping including database entry.
- Monitor and update changes to State Tax Credit program instructions, guidelines and tracking system in coordination with State Historic Preservation Officer/Deputy and legal counsel.
- Identify and implement program improvements and efficiencies.
- Conduct site visits

Promotion of both state and federal programs including public presentations, meetings and site inspections.

Duty 2

General Summary:

Percentage: 10

Section 106 Review: As a recognized resource, the Historical Architect independently reviews and appraises the effect of federally-funded projects on architectural resources under Section 106 of the National Historic Preservation Act. Assure appropriate treatment and conformance with federal preservation standards for federally-funded construction projects involving historic or architecturally significant resources.

Individual tasks related to the duty:

- Independent project review and comment including approval or modification of plans.
- Database entry.
- Meetings and site inspections.
- Work with Cultural Resource Planning and Protection staff to create and present technical educational material regarding the treatment of historic properties to federal funding recipients

Duty 3

General Summary:

Percentage: 10

State and Local Outreach, Technical Assistance and Guidance: The recognized resource SHPO Historical Architect assists local preservation, restoration and rehabilitation efforts by providing technical assistance, advice and recommendations on historic preservation activities to individuals, architects, contractors and state and local units of government. Activities include coordinating outreach on the State Tax Credit Program, architectural review, and property development activities for historic properties, reviewing projects under the MEDC's Community Revitalization Program (CRP) and Michigan Arts and Culture Council (MACC) Grant Program, assisting local historic district commissions under provision of the Michigan Local Historic Districts Act (1970 PA 169) and assisting in the preparation of SHPO planning documents. These tasks typically include coordination with multiple partners and interested parties including federal, state, and local government entities, non-profit organizations, private property owners, consultants, financial institutions, and private developers.

Individual tasks related to the duty:

Individual tasks related to the duty.

- Establish priorities, coordinate activities and resolve related work problems.
- Work in a team environment with multiple project partners to resolve issues and assist with project development and implementation.
- Disseminate technical preservation information.
- Project review and comment, provide guidance on project review.
- Public presentations.
- Technical report review.
- Review and comment on design review guidelines and provide recommendation to SHPO Officer/Deputy.

Duty 4

General Summary:

Percentage: 20

Historic Preservation Easements: Administer SHPO Historic Preservation Easement Program.

Individual tasks related to the duty:

- Oversee and manage SHPO Easement Database, ensuring information is accurate and current.
- Administer annual covenant monitoring.
- Conduct site visits.
- Enforce covenants and easements as necessary in coordination with State Historic Preservation Officer and Deputy.
- Review of projects selected for yearly covenant monitoring.
- Review of proposed work on properties covered by covenants.
- Coordinate with SHPO staff overseeing various facets of SHPO easement and grant programs, including the Certified Local Government Coordinator, Historic Preservation Planner, Grants Manager, State Historic Preservation and Lighthouse Grant programs.
- Other duties as assigned.

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

Review of plans and specifications to determine compliance with the Secretary of the Interior's *Standards and Guidelines for the Treatment of Historic Properties*.

Technical assistance given to government agencies, owners, architects, developers and contracts.

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

- Tax certification recommendations to National Park Service.
- Tax certification recommendations for Michigan State Historic Preservation Tax Credit program.
- Design-review guidelines approvals under Local Historic District Act (1970 PA 169).
- Section 106 review results and determinations.
- Historic Preservation Fund Grant related project reviews

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.

Typical office environment, computer work, some travel, inspections of historic buildings.

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. |

N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Review work.
N Provide guidance on work methods.
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?

The recognized resource SHPO Historical Architect performs, independently, the full range of professional architectural duties to carry out the architectural design and plan and specification review aspects of the State Historic Preservation Office Programs including Federal Historic Preservation Tax Incentives Program, Section 106 of the National Historic Preservation Act, Local Historic District Act (1970 PA 169), Historic Preservation Fund Grants and local restoration and rehabilitation projects statewide.

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

Minor updates to the position descriptions reflecting the percentage of time focused on each duty and the titles to specific programs. Core duties and responsibilities remain the same.

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

The State Historic Preservation Office promotes the preservation of historic resources through implementation of federal and state programs of identification, designation, incentives and review. Programs include survey and planning, National Register of Historic Places, State and Federal Preservation Tax Incentives, Historic Preservation Funds Grants, and Section 106 of the National Historic Preservation Act of 1966, as amended, and the Michigan Local Historic Districts Act (1970 PA 169). The SHPO Historical Architect work addresses all of these specific program areas.

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 with a major in architecture.

EXPERIENCE:

Architect 12

Three years of professional experience providing architect services equivalent to an Architect, including one year equivalent to an Architect P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to maintain records, prepare reports and conduct correspondence related to the work.
- Ability to communicate effectively with others, verbally, graphically, and in writing.
- Ability to maintain favorable relations with colleagues, partner agencies and the public.
- Knowledge of technical aspects of building restoration and rehabilitation standards. General understanding of community and economic development principles, practices and incentives.
- General understanding of community and economic development principles, practices and incentives.

CERTIFICATES, LICENSES, REGISTRATIONS:

Master's degree in Architecture, preferred.

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.

None.

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

JENNIFER HACKETT

8/23/2022

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