

1. Position Code

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO-MSF-MEDC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Economic Incentives & Services
4. Civil Service Classification of Position Historian 9-11	10. Division State Historic Preservation Office
5. Working Title of Position (What the agency titles the position) Cultural Resource Protection Specialist	11. Section Cultural Resources Protection
6. Name and Classification of Direct Supervisor Scott Slagor, Historian Manager 14	12. Unit
7. Name and Classification of Next Higher Level Supervisor Vacant, State Division Administrator 17	13. Work Location (City and Address)/Hours of Work 300 N. Washington Square, Lansing, MI 48913 8:00 am – 5:00 pm

14. General Summary of Function/Purpose of Position

This position will serve as a Historian and provide analysis and review of statewide Federal historic preservation projects as required under Section 106 of the National Historic Preservation Act (NHPA) of 1966. This includes evaluating the effects of projects as they affect historic resources and involves analysis of project applications and documentation. This position works with internal and external stakeholders to provide customer service, case management, research assistance, and complete project reviews.

For Civil Service Use Only

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

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 65% of Time

Conducts reviews of Federal projects statewide under Section 106 of NHPA. Provide support services to agencies and/or their delegated authorities in meeting various regulatory requirements under Section 106 of the NHPA. Provide process, evaluation, and research support to advanced level Historians and other SHPO team members related to the Section 106 review process.

Individual tasks related to the duty.

- Reviews and analyzes project application and supporting project documentation to verify information needed to facilitate the SHPO's review and evaluate information to determine National Register eligibility. Work with agencies, applicants and consultants to ensure sufficient reliable information is available to ensure a timely review.
- Evaluates and assesses the effects of federal undertakings on historic resources, including property sites, districts, and objects. Coordinate with other SHPO staff as necessary.
- Consistently interpret and apply Section 106 regulations in a variety of cases and contexts.
- Provide technical advice and assistance to stakeholders in the interpretation, application and requirements of Section 106 of the NHPA, and on crosscutting preservation issues affecting Section 106 stakeholders.
- Consistently understand and navigate often complex Section 106 cases for an optimal outcome.
- Respond to stakeholder inquiries about Section 106 consultation and project status and perform project status checks.
- Conduct research in support of S. 106 and survey project submittals.
- Analyze Section 106 requirements and provide regular updates to SHPO leadership on important and controversial Section 106 cases.
- Process Section 106 projects including evaluating completeness of Section 106 applications, including responding to incomplete applications and notifying applicants of deficiencies.
- Oversee and support the documentation and recordation of project reviews, ensuring all necessary project-related documents are in the project file including logging and tracking of projects in applicable SHPO databases.
- Draft Section 106 response letters commenting on various kinds of projects and review issues.

Duty 2

General Summary of Duty 2 25% of Time

Provide quality assurance and data integrity review for Section 106 process. Review and analyze Site/District Information used by Section 106 Review Staff to ensure completeness, consistency, and accuracy.

Individual tasks related to the duty.

- Analyze, identify and update information on listed and eligible sites, historic districts, and surveys in the SHPO records.
- Evaluate and make recommendations to the SHPO National Register Coordinator and State Historic Preservation Officer regarding historic significance and eligibility for the National Register of Historic Places.
- Analyze processes and make recommendations to Cultural Resource Protection Manager that lead to the utmost levels of data quality and integrity across programs administered by the team.
- Utilize knowledge of GIS formatting and requirements to ensure that data necessary to perform section 106 reviews is available in GIS format.
- Evaluate, update, and maintain data sources in paper files and applicable SHPO databases.

Duty 3

General Summary of Duty 3

10% of Time

Other duties as assigned.

Individual tasks related to the duty.

- Prepare and send recordation created through Memoranda of Agreement to the Archives of Michigan.
- Conduct annual file retention and disposal activities.
- Track and monitor Memoranda of Agreement created through the Section 106 process.
- Support other SHPO team members in applicable monitoring and tracking requirements.
- Special projects as assigned.

Duty 4

General Summary of Duty 4

% of Time

Individual tasks related to the duty.

-

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Completion of routine project and record management.

Initial decisions of eligibility and evaluating the effects of federal undertakings on historic resources. Decisions about which project reviews require more information and when other staff members need to be consulted.

Decisions will affect Section 106 applicants and Section 106 staff.

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

Instruction on handling of documents, data or materials. Direction on issues related to Section 106 of the National Historic Preservation Act and data consistency for GIS system.

Final decisions of effect when historic properties are identified.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Typical office setting. Long hours at computer. Some lifting of files and boxes.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.

Assign work.

Provide formal written counseling.

Approve work.

Approve leave requests.

Review work.

Approve time and attendance.

Provide guidance on work methods.

Orally reprimand.

Train employees in the work.

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

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

23. What are the essential duties of this position?

Provide Section 106 of the National Historic Preservation Act of 1966 (Section 106) review and process support, including customer service, project processing, research, and project reviews. Evaluate the effects of projects as they affect historic resources. Provide quality assurance and data integrity review for Section 106 process. Evaluate/analyst Site/District Information used by Section 106 Review Staff to ensure completeness, consistency, and accuracy.

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

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

The State Historic Preservation Office implements programs and activities to identify, evaluate, designate and protect districts, sites, buildings, structures and objects within Michigan potentially significant in American history, architecture, archaeology and culture. The Cultural Resources Protection Section of this office reviews and comments on all federally assisted projects for their impacts on properties listed or eligible for listing in the National Register of Historic Places. This position will be responsible for the timely review of federal projects and associated data management.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

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

EXPERIENCE:

Historian 9

No specific type or amount is required.

Historian 10

One year of professional experience involving the study, preservation, analysis, interpretation, and preservation of history, historical artifacts, records, and sites equivalent to an Historian 9.

Historian P11

Two years of professional experience involving the study, preservation, analysis, interpretation, and preservation of history, historical artifacts, records, and sites equivalent to an Historian, including one year equivalent to an Historian 10; or, three years of professional experience recording, preserving, and presenting Michigan history, historical artifacts, records, and sites at a museum, historical site, archives, publication office, or historical site preservation office equivalent to a History Specialist 10.

Preferred candidate will have:

- Min. 2 years' experience working with Section 106 in consulting or review capacity
- Min 2 years' experience working with complex databases
- Experience working with GIS platforms
- Experience conducting historical research and handling archival materials

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of federal historic preservation law and regulations, the Secretary of the Interior's Standards, the National Register of Historic Places criteria, knowledge of Midwestern architectural styles or archaeological resources, particularly those found in Michigan, are preferred.

Should be well organized and able to communicate effectively with the public.

Office administration and organizational skills, attention to detail and time management skills required.

Ability to determine priorities and meet deadlines.

Able to work well both independently and as a team member.

Ability to conduct research, evaluate significance, analyze complex issues and concepts, and clearly explain technical information to public and others.

Good writing and speaking skills.

Good working knowledge of Microsoft Office Suite of programs.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date