

State of Michigan
Civil Service Commission

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

Position Code

1. HISTMGR3

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) Community Development
4. Civil Service Position Code Description Historian Manager-3	10. Division State Historic Preservation Office (SHPO)
5. Working Title (What the agency calls the position) Manager, Cultural Resource Protection	11. Section Cultural Resource Protection
6. Name and Position Code Description of Direct Supervisor RODMAN, MARK A; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WILDMAN, MICHELE; NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work 300 N. Washington Sq. Lansing, MI 48913 / Mon-Fri 8a-5p, or approved alternative schedule

14. General Summary of Function/Purpose of Position

This position functions as the Cultural Resource Protection Manager for the Michigan State Historic Preservation Office (SHPO) within the Michigan Strategic Fund (MSF). This position manages the Cultural Resource Protection team responsible for conducting timely environmental reviews under Section 106 of the National Historic Preservation Act of 1966, as amended, (Section 106) for the State of Michigan. This position is responsible for overseeing completion of all aspects of the consultation and review process, including data entry, internal coordination of the review process, identification of historic properties, assessment of effects and providing comments to applicable federal, state or local governments or other project applicants. This position is also responsible for planning, building, directing, and evaluating strategies for the Cultural Resource Protection team to increase operational effectiveness and efficiency.

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: 35

Oversee the administrative functions of the Cultural Resource Protection unit of the SHPO, including management of staff, maintaining and developing employee training, monitoring performance, and other operational needs.

Individual tasks related to the duty:

- Prioritize, delegate, and review staff work, ensuring assignments are evenly distributed and recommend redistribution of workload as necessary.
- Select and promote staff, plan and assign work, review employee performance.
- Develop short-term and long-term goals, strategies, and performance plans and work within the evaluation system to evaluate employee performance.
- Develop processes to ensure timely review of projects
- Implement customer service protocols within the unit.
- Provide guidance on work methods.
- Monitor/review employee work product and make adjustments to work assignments as needed.
- Manage workflow between the team and federal, state and local governments on proposed federal projects.
- Ensure timely and effective coordination, crossover and communication with all other SHPO program areas.
- Provide tracking reports to MSF and MEDC leadership when requested.
- Identify staff development and training needs and ensure that training is obtained.
- Provide leadership to build a customer service-oriented staff.
- Coordinate and facilitate staff meetings to promote open communication and team building efforts.
- Provide verbal and written counseling when necessary.

Duty 2

General Summary:

Percentage: 50

Manage the duties of staff related to Section 106 consultation with the SHPO, including data entry and tracking, drafting, reviewing, processing and finalizing project reviews and associated correspondence and written agreements. Perform all duties related to program administration, including review and development of related policies and practices. Oversee coordination of research requests related to Section 106 consultation. This position is also responsible for the review and approval of the most complex and critical transactions.

Individual tasks related to the duty:

- Ensure timely review and provide technical comments within legally prescribed time limits to federal and state agencies pursuant to Section 106 of the National Historic Preservation Act of 1966, as amended. (54 U.S.C. 306108)
- Independently consult, manage and monitor project reviews under various environmental laws, including the National Historic Preservation Act and the National Environmental Policy Act.
- Coordinate with other SHPO, MSF, and/or MEDC leadership on any matter requiring their approval and signature.
- Negotiate on behalf of SHPO with and provide technical assistance to federal, state and local agencies on various types of agreement documents regarding historic preservation compliance.
- Independently monitor, track, review and recommend mitigation measures stipulated in executed agreement documents.
- Research and interpret federal and state laws and regulations related to the program area.
- Assist in consultation with Native American Tribes in regards to agreement documents and preservation laws.
- Attend and participate in project meetings, including multi-agency meetings as well as making site visits to provide consultation under the National Historic Preservation Act, National Environmental Policy Act and relevant state laws in regards to historic preservation compliance issues and concerns.
- Develop and prepare related correspondence. Correspond with internal and external customers to negotiate and finalize written agreements.
- Perform oversight of staff in order to monitor processing and compliance.
- Coordinate communication of organizational changes to staff as it impacts contract administration duties.
- Ensure program compliance with state and federal requirements and regulations.
- Demonstrate advanced knowledge of the concepts, practices, laws, and legislative requirements which apply to the administration of the program.
- Review and analyze procedures to maximize efficiency as changes occur.
- Use electronic tracking and reporting tools identified by the State Historic Preservation Officer, MSF Fund Manager, and other Community Development leadership to assist in tracking of historic preservation reviews and project tracking.
- Ensure proper filing (electronic and paper) of any survey or designation materials received through the Section 106 process.

Duty 3**General Summary:****Percentage: 10**

Serves as primary resource for internal and external stakeholders on Section 106 matters.

Individual tasks related to the duty:

- Make presentations and training for state and local government staff, consulting parties and the public regarding historic preservation compliance responsibilities.
- Serve as the primary representative and subject matter expert on Section 106.
- Prepare customary and ad-hoc reports as requested.
- Collaborates with the Deputy Historic Preservation Officer on recommendations around policies around Cultural Resources Management.

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Any issues that may arise that the Executive Office, Community Development leadership or State Historic Preservation Officer may need assistance with.
- Miscellaneous duties related to historic reviews as needed.

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

Outcomes and final documents related to Cultural Resource Protection/Section 106 consultations. Determining workload responsibilities and general direction in the SHPO's Cultural Resource Protection programs.

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

Overall goals and direction of preservation program activities.

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.

The physical portion of the job involves sitting at a desk, using a computer, reading, writing and answering the telephone.

Position may require working beyond the normal 8-5 work day.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
HAMBACHER, MICHAEL J	ARCHAEOLOGIST-E P11	JOHNSON, DEBRA B	ARCHITECT-E P11
GRENNELL, BRIAN G	HISTORIAN-A 12	VACANT	HISTORIAN-E

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

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

Oversees all aspects and work of the Section 106 unit staff involved in consultations between SHPO and federal agencies.

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?

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 processing of federal reviews and survey requests.

26. 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, architecture, architectural history, urban planning, library/information science, historic preservation, or archival management.

EXPERIENCE:

Historian Manager 14

Five years of professional, post-master's experience equivalent to an Historian, including three years equivalent to an Historian P11, two years equivalent to an Historian 12 or Historian Manager 12, or one year equivalent to an Historian Manager 13.

Must meet [36 CFR Part 61 Professional Qualification Standards for History, Archeology, Architectural History, Architecture, or Historic Architecture as set by the National Park Service](#).

Preferred candidate will have three years of experience working with the review and consultation process defined by Section 106 of the National Historic Preservation Act of 1966, as amended. Supervisory and management experience desired.

KNOWLEDGE, SKILLS, AND ABILITIES:

Proven ability to supervise, write, speak, edit, teach, organize, define issues, analyze complex issues and programs, clearly explain technical information to the public and others, propose solutions, negotiate, facilitate and execute independent judgement.

Ability to evaluate the significance of historic resources. 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, particularly those found in Michigan, are preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

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.

MARKIE JUSTICE

8/9/2021

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