



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HISTORIC PRESERVATION SPECIALIST III	37	B	7.869
HISTORIC PRESERVATION SPECIALIST II	35	B	7.871
OPTION A: ARCHAEOLOGY			
B: ARCHITECTURAL HISTORY			
C: HISTORY			
D: PLANNER			
E: INSPECTOR			
HISTORIC PRESERVATION SPECIALIST I	33	B	7.873
OPTION A: ARCHAEOLOGY			
B: ARCHITECTURAL HISTORY			
C: HISTORY			
D: PLANNER			

SERIES CONCEPT

This class series encompasses positions that perform professional cultural resource management activities in the form of statewide historic preservation efforts to ensure compliance with State and/or federal programs, laws, rules and regulations. This includes cooperating with other agencies and the public in conducting a comprehensive statewide survey of cultural resources and maintaining an inventory of such properties; identifying and nominating eligible resources to the National and State Registers of Historic Places or recognizing resources by erecting State Historic Markers; preparing and implementing a comprehensive statewide historic preservation plan; assisting in the administration of the federal historic preservation assistance program within the State; advising and assisting as appropriate, federal and State agencies and local governments in carrying out their historic preservation responsibilities; cooperating with federal agencies, local governments and the public to ensure that cultural resources are taken into consideration at all levels of planning and development; providing public information, education, training and technical assistance relating to Federal and State Historic Preservation Programs; cooperating with local governments in the development of local historic preservation programs, and assisting local governments in becoming certified (CLG's); assisting in the administration of the State of Nevada's Commission on Cultural Affairs for grant applications and selection, progress monitoring, technical advice and final project reports; and administration of Nevada's Native American Burial Protection legislation.

Recommend and conduct surveys of areas deemed priority due to development activities or a need for data; conduct background literature searches to determine survey needs and properties anticipated, locating project areas, walking transects, identifying and recording cultural resource sites, developing plan maps of cultural resource sites, photographing buildings, sites and artifacts, describing the setting including geology, flora and fauna, landscape and streetscape; develop contexts and aid in evaluating properties discovered.

Evaluate resources for National or State Register listing; review for technical and substantive content nominations to the National and State Registers of Historic Places submitted by individuals and governmental agencies to ensure adequate documentation of resources and compliance with National and State Register standards; edit and revise National and State Register nominations involving research with primary and secondary source material, writing, photographing, developing accurate legal descriptions of boundaries, and plotting locations on U.S.G.S. topographical maps; provide recommendations regarding suitability of nominations to the State Advisory Board for Historic Preservation and Archaeology.

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SERIES CONCEPT (cont'd)

Recommend whether cultural resources surveys are necessary, and the type and level of intensity required; provide substantive review of cultural resources reports prepared by agencies, consultants or members of the public to ensure they meet established State and federal standards for incorporation into the statewide inventory; ensure properties identified in survey efforts are adequately documented and determinations of National Register eligibility (or non-eligibility) and determinations of project-related effects are justified; determine whether federal agencies have fulfilled their obligations under the National Historic Preservation Act; provide advice to federal, State and local agencies and members of the public on interpretations of historic preservation and archeological and burial site protection laws on the State and federal levels; review and prepare agreements with federal agencies regarding identification, evaluation and treatment of historic properties.

Assist in preparing elements of the State's preservation plan, including establishing priorities and setting goals for completion each year; research and compile relevant material on elements, reviewing, editing and revising elements prepared by other staff members or contractors, assisting in the in-house publication of the plan, incorporating new data on historic and archaeological sites into the plan, and representing the State on local planning commissions.

Assist in the administration of the Historic Preservation Fund and Commission for Cultural Affairs grants to local governments; provide assistance in the preparation of grant applications, assessing whether or not applications meet State and federal requirements for funding, setting priorities for grants and requirements for funding, developing and implementing funding agreements, monitoring progress of grants, reviewing final products and auditing financial documentation on grants.

Administer Nevada's Native American burial protection law which requires notification of Native American descendants, negotiation with the property owner over disposition and coordination with archaeologists, Native Americans, and property owner leading to sensitive treatment of human remains.

Administer the Certified Local Government Program by which local governments participate in the historic preservation program established by the National Park Service; develop and implement guidelines; provide assistance in the preparation of local preservation ordinances; assist CLGs to develop suitable grant applications; monitor grant and CLG activities; review programs annually and provide the National Park Service with documentation of CLGs' continued suitability for certification.

Administer the State Historic Marker Program; review applications for new markers; assist in developing appropriate texts through research; coordinate with the Nevada Historical Society, the Nevada State Prison System and the Nevada Department of Transportation to manufacture, rehabilitate and install markers, prepare historic marker booklets, prepare bid notifications and contracts for marker maintenance; requisition marker supplies.

Participate in a wide variety of site inspections to determine adherence to covenants or conditions of development; negotiate with the property owner to remedy unsatisfactory work or implement legal proceedings.

Provide technical assistance, education and workshops on archaeology and historic preservation to federal agencies, other State agencies, local governments, tribal governments and the public; promote preservation through presentations, publications and meetings; assist property owners/managers to apply for funding or permits for construction in accordance with accepted standards; work with local, State, and federal agencies, organizations and elected officials to encourage and facilitate preservation projects in the State.

Perform related duties as assigned.

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CLASS CONCEPTS

Historic Preservation Specialist III: Under the direction of the Historic Preservation Administrator, incumbents supervise Historic Preservation Specialist I's and II's by assigning and reviewing work and setting priorities.

Set priorities for completing specific elements for the Nevada Statewide Preservation Plan; research and compile relevant material and write elements of the plan; serve as appointed deputy to the Administrator and act on behalf of the administrator in signing budgets and work programs for submission to National Park Service.

Negotiate, prepare, revise and sign legally binding agreements on behalf of the Administrator, with federal agencies and the Advisory Council on Historic Preservation.

Represent the division on local planning and preservation commissions; coordinate with other staff members, the public, Native American tribes and other governmental agencies; prepare quarterly reports for the Administrator on progress toward division goals and priorities in all program areas; prepare documents for National Park Service audits.

Historic Preservation Specialist II: Under direction, incumbents are assigned responsibility for a specific program area, and may supervise or direct lower level Historic Preservation Specialists.

OPTION A: Archaeology

Recommend to State and federal agencies the kind and intensity of archaeological surveys to be conducted; review and provide comments on archaeological survey reports prepared in the State to ensure they meet federal and State standards; determine the adequacy of documentation for evaluation of sites discovered; recommend whether or not to concur with federal agency determinations of significance and project related effects; conduct site inspections; provide advice and technical assistance to agencies regarding the treatment of archaeological sites; prepare and review archaeological nominations for the National and State Registers; coordinate burial activities with Native Americans and other State agencies; review and prepare technical papers at professional conferences and educate the public on archaeology and preservation issues; coordinate with other State and federal agencies to set standards for report writing, evaluation and treatment of archaeological sites; represent the division on local governmental planning and preservation commissions.

Prepare and revise legally binding agreements on behalf of the Historic Preservation Administrator and Historic Preservation Specialist III, with federal agencies and the Advisory Council on Historic Preservation; review and certify archaeological reports and work resulting from historic preservation grants to ensure they meet applicable federal standards.

OPTION B: Architectural History

Recommend to State and federal agencies the kind and intensity of architectural/historic surveys to be conducted; review and provide comment on all architectural historic reports prepared in the State to ensure they meet federal and State standards; determine the adequacy of documentation for evaluation of buildings discovered; recommend whether or not to concur with federal agency determinations of significance and project related effects; conduct site inspections; provide advice and technical assistance regarding the treatment of the historic built environment including landscape; review and prepare National and State Register nominations for historic and architectural properties; prepare technical papers at professional conferences and educate the public on historic architecture and historic preservation issues; coordinate with other State and federal agencies to set standards for report writing, evaluation and treatment of architectural and historic properties; make recommendations to the Historic Preservation Administrator regarding the ability of projects proposed for grants to rehabilitate historic structures in accordance with federal standards;

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CLASS CONCEPTS (cont'd)

Historic Preservation Specialist II (cont'd)

OPTION B: Architectural History (cont'd)

represent the division on local governmental planning and preservation commissions; disseminate technical information on the Historic Preservation Tax Incentive program; provide design assistance to Tax Act applicants; review Tax Act applications for substantive and technical content to determine compliance with federal standards; approve applications and recommend revisions or denials; coordinate review between Tax Act applicants, National Park Service and the division for final certification; prepare and revise legally binding agreements on behalf of the Historic Preservation Administrator and Historic Preservation Specialist III, with federal agencies and the Advisory Council on Historic Preservation review and certify architectural reports and work resulting from historic preservation grants to ensure they meet applicable federal standards.

OPTION C: History

Recommend to State and federal agencies the kinds and intensity of historic research necessary for the preparation of contexts and background research on projects involving historic properties; review and provide comments on historic contexts within reports to ensure they meet federal and State standards; determine the adequacy of documentation for evaluation of historic sites and landscapes; recommend whether or not to concur with federal agency determinations of National Register eligibility and project related effects; conduct site inspections; coordinate the Certified Local Government (CLG) program, including writing standards, monitoring, providing assistance in the grant program, and preparing reports on CLGs; provide advice on the treatment of historic sites, including research, interpretation and public education; review Nevada State historic marker texts; prepare, revise and edit National and State Register nominations for historic sites; present technical papers at professional conferences and educate the public on historic and historic preservation issues; represent the division on local planning and preservation commissions prepare and revise legally binding agreements on behalf of the Historic Preservation Administrator and Historic Preservation Specialist III, with federal agencies and the Advisory Council on Historic Preservation; review and certify historical reports and work produced as a result of historic preservation grants to ensure they meet applicable federal standards.

OPTION D: Planner

Edit the Nevada Comprehensive Preservation Plan; develop contexts for the Plan, and review and edit contexts developed by others; adapt contexts for National and State Register nominations, and review and edit nominations developed by others; present technical papers at professional conferences and educate the public on historic and historic preservation issues represent the division on local planning and preservation commissions; review and certify that planning reports, contexts and associated work produced as a result of historic preservation grants meet applicable federal standards.

OPTION E: Inspector

Provide preliminary review of plans for rehabilitation of historic structures and assist the public in applying for necessary permits to pursue construction; work with public agencies in the review process to ensure plans for rehabilitation conform to accepted standards; inspect construction to ensure that it follows plans as described; provide general advice on the treatment of historic sites; present technical papers at professional conferences and educate the public on historic and historic preservation issues.

Historic Preservation Specialist I: Under general supervision, incumbents perform all or most of the duties in the series concept under direction of a higher level Historic Preservation Specialist. Duties involve professional level work and require the incumbent to exercise independent judgment and decision making regarding the proper course of action to complete assignments.

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CLASS CONCEPTS (cont'd)

Historic Preservation Specialist I (cont'd)

OPTION A: Archaeology

Participate in developing recommendations to State and federal agencies regarding the kind and intensity of archaeological surveys to be conducted; review archaeological survey reports and make recommendations to supervisor regarding the adequacy of documentation, the significance of sites discovered and the federal agency's determination of effect; educate the public in archaeology and preservation issues; prepare and edit national and State register nomination for archaeological sites; assist other staff in coordinating burial activities.

OPTION B: Architectural History

Determine when monitoring of historic properties with covenants should occur; monitor sites with historic preservation covenants.

OPTION C: History

Prepare and edit national and State register nominations for historic sites; coordinate historic marker program; assist in the development of texts; coordinate with other State agencies and the public for the manufacture, rehabilitation and installation of markers; select marker sites; inspect markers to identify maintenance needs; prepare bid notification and contracts for the maintenance of markers; and requisition marker supplies.

OPTION D: Planner

Develop historic contexts for the Nevada Comprehensive Preservation Plan; prepare and edit division newsletter informing public of grant programs and changes in the historic preservation law.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Applicants' professional qualifications must meet National Park Service standards as described in the Code of Federal Regulations for any one specialty as described in 36 CFR 61.

HISTORIC PRESERVATION SPECIALIST III

EDUCATION AND EXPERIENCE: Graduate degree from an accredited college or university in history, architectural history, historic preservation, art history, archaeology, anthropology, or closely related field with major coursework in historic preservation, public history, architectural history, or historic preservation management and three years of experience performing professional historic preservation work in archaeology, architectural history, history, planning and/or inspection; **OR** bachelor's degree in history, architectural history, historic preservation, art history, archaeology, anthropology, or closely related field with major coursework in historic preservation, public history, architectural history or archaeology and five years experience performing professional historic preservation work in archaeology, architectural history, history, planning and/or inspection; **OR** two years of experience as an Historic Preservation Specialist II in Nevada State service; **OR** an equivalent combination of education and experience. (See *Informational Note*)

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MINIMUM QUALIFICATIONS (cont'd)

HISTORIC PRESERVATION SPECIALIST III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: all federal and State preservation laws including the National Historic Preservation Act and implementing regulations 36CFR800, 36CFR60-64, Nevada Revised Statutes 381, 383, and 384, Antiquities Act, The Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation. **Knowledge of:** Secretary of Interior's Standards for Rehabilitation and Guidelines for rehabilitating historic buildings; functions of federal agencies in relation to historic preservation laws and regulations. **Ability to:** coordinate staff comments in the review of federal undertakings and review staff recommendations on determinations of eligibility and effect; speak extemporaneously or on short notice at agency and public meetings regarding historic preservation and archaeology; negotiate successfully executed agreements; conduct and complete research as demonstrated in publications, professional and technical papers including graduate theses or dissertations; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: preparation and negotiation of programmatic agreements, and memoranda of agreement and covenants which legally bind federal agencies to perform specified tasks in the identification, evaluation and treatment of historic, architectural and archaeological properties. **Knowledge of:** federal and other State agencies' procedures as they relate to Historic Preservation laws and regulations, and National Park Service program audit requirements; supervisory principles and practices. **Ability to:** supervise and direct a variety of historic preservation projects on a statewide basis; properly advise and assist State and federal agencies on all matters concerning historic preservation and archaeology laws; analyze technical reports and associated documents for accuracy and compliance with federal and State requirements; determine significance of sites; negotiate appropriate treatment of historic, architectural and historic sites.

HISTORIC PRESERVATION SPECIALIST II

OPTION A: Archaeology

EDUCATION AND EXPERIENCE: Graduate degree in archeology, anthropology, or closely related field; demonstrated ability to carry research to completion; one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management; four months of supervised field and analytic experience in general North American archaeology; and one year of professional and supervisory experience in the study of archeological resources of the historic or prehistoric period. (*See Informational Note*)

OPTION B: Architectural History

EDUCATION AND EXPERIENCE: Graduate degree in architectural history, art history, historic preservation, or closely related field, and coursework in American architectural history, and one year of experience performing professional historic preservation work related to architectural history; **OR** bachelor's degree in architectural history, art history, historic preservation or closely related field, plus three years full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization, museum, or related institution; or equivalent, substantial contribution through research and publication to the body of scholarly knowledge in American architectural history. (*See Informational Note*)

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MINIMUM QUALIFICATIONS (cont'd)

HISTORIC PRESERVATION SPECIALIST II (cont'd)

OPTION C: History

EDUCATION AND EXPERIENCE: Graduate degree in history or closely related field; **OR** bachelor's degree in history or closely related field and three years full-time experience in research, writing, teaching, interpretation, or other professional activity with an academic institution, historic organization, museum, or related institution, or equivalent, substantial contribution through research and publication to the body of scholarly knowledge in history. (*See Informational Note*)

OPTION D: Planner

EDUCATION AND EXPERIENCE: Graduate degree from an accredited college or university in history, architectural history, historic preservation, art history, archaeology, anthropology, or closely related field with major coursework in historic preservation, public history, architectural history, or cultural resource management and one year experience performing professional historic preservation work in archaeology, architectural history, history, planning and/or inspection; **OR** Bachelor's degree in history, architectural history, historic preservation, art history, archaeology, anthropology, or closely related field with major coursework in historic preservation, public history, architectural history or cultural resource management and three years experience as described above; **OR** two years at the Historic Preservation Specialist I level in Nevada State service. (*See Informational Note*)

OPTION E: Inspector

EDUCATION AND EXPERIENCE: Graduate degree in history, architectural history, art history, historic preservation, anthropology, or closely related field, with major coursework in historic preservation, public history, architectural history, or cultural resource management, and one year experience performing professional historic preservation work; **OR** bachelor's degree in history, architectural history, art history, historic preservation, anthropology, or closely related field, with major coursework in historic preservation, public history, architectural history, or cultural resource management and three years experience as described above; **OR** two years at the Historic Preservation Specialist I level in Nevada State service. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

ALL OPTIONS:

Knowledge of: preservation and conservation technology to assess the condition of sites and structures and recommend appropriate action. **Ability to:** conduct and complete research as demonstrated by publications, professional and technical papers including graduate theses or dissertations; interact diplomatically with agency staff, State and federal agencies, professionals and the general public on a continuous basis.

OPTION E: Inspector

Working knowledge of: building principles used in reviewing architectural plans. **Ability to:** read blueprints to determine compliance with construction standards; make accurate notes regarding technical architectural detail; provide own transportation to on-site inspections; inspect construction sites and determine compliance with prescribed standards; *and all knowledge, skills and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

HISTORIC PRESERVATION SPECIALIST II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

ALL OPTIONS:

Knowledge of: all federal and State preservation laws including the National Historic Preservation Act and implementing regulations, including 36 CFR 60-64; Secretary of Interior's Standards for Rehabilitation and Guidelines for rehabilitating historic buildings; other regulations and laws affecting historic, architectural and archaeological sites; preparation and negotiation of programmatic agreements which legally bind federal agencies to perform specified tasks in the identification, evaluation and treatment of historic, architectural and archaeological properties; federal and other State agencies' procedures and how they relate to Historic Preservation laws and regulations and National Park Service program audit requirements; functions of federal and State agencies in relation to historic preservation laws and regulations. **Detailed**

knowledge of: preferred methods of survey to identify sites in specific areas of the State; research questions and/or historic contexts and the Secretary of Interior's criteria of significance to evaluate identified sites; Nevada material culture and the preferred means of preserving sites, structures and/or data.

Ability to: analyze information, problems, practices, policies and procedures to accomplish established objectives; successfully negotiate terms of agreements to the satisfaction of all parties; advise the public and agencies on preferred methods of survey, evaluation and treatment of sites; assist agencies in meeting their legal responsibilities under the National Historic Preservation Act.

OPTION E: Inspector

Working knowledge of: local building codes and county ordinances relevant to architectural plan review; open meeting laws.

HISTORIC PRESERVATION SPECIALIST I

OPTION A: Archaeology

EDUCATION AND EXPERIENCE: Bachelor's degree in archeology, anthropology, or closely related field, and one year of full-time professional and supervisory experience in the study of archeological resources in either the historic or prehistoric period, at least four months of which were spent working in North American archaeology. (*See Informational Note*)

OPTION B: Architectural History

EDUCATION AND EXPERIENCE: Graduate degree in architectural history, art history, historic preservation, or closely related field, and coursework in American architectural history; **OR** bachelor's degree in architectural history, art history, historic preservation or closely related field, plus either one year full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or related institution; or substantial contribution through research and publication to the body of scholarly knowledge in American architectural history. (*See Informational Note*)

OPTION C: History

EDUCATION AND EXPERIENCE: Graduate degree in history or closely related field; **OR** bachelor's degree in history or closely related field and one year full-time experience in research, writing, teaching, interpretation, or other professional activity with an academic institution, historic organization, museum, or related institution, or substantial contribution through research and publication to the body of scholarly knowledge in history. (*See Informational Note*)

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MINIMUM QUALIFICATIONS (cont'd)

HISTORIC PRESERVATION SPECIALIST I (cont'd)

OPTION D: Planner

EDUCATION AND EXPERIENCE: Graduate degree from an accredited college or university in history, architectural history, historic preservation, art history, archaeology, anthropology, or closely related field with major coursework in historic preservation, public history, architectural history, or historic preservation management; **OR** bachelor's degree in history, architectural history, historic preservation, art history, archaeology, anthropology, or closely related field with major coursework in historic preservation, public history, architectural history or archaeology and one year experience performing professional historic preservation work in archaeology, architectural history, history, planning and/or inspecting. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: Western history, Great Basin prehistory and/or American Architectural history; historic preservation principles, theory and planning. **Ability to:** interact diplomatically with agency staff, State and federal agencies, professionals and the general public on a continuous basis; respond effectively to frequent interruptions, distractions and requests for information; set priorities which accurately reflect the relative importance of job responsibilities; perceive and define cause-and-effect relationships in cultural resources data; analyze information, problems, practices, policies and procedures to accomplish established objectives; speak extemporaneously or on short notice regarding historic preservation and archaeology at agency and public meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: regulations and laws affecting historic, architectural and archaeological sites; federal and other State agencies' procedures as they relate to Historic Preservation laws and regulations and National Park Service program audit requirements; National Historic Preservation Act of 1966, particularly Section 106 and its implementing regulations 36 CFR 800; functions of federal and State agencies in relation to historic preservation laws and regulations. **Ability to:** motivate others to effective action.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	7/1/93P 8/31/92PC	12/16/76	7/1/93P 8/31/92PC
REVISED:	7/1/95P 9/16/94PC	6/8/79R 7/27/79PAC	7/1/95P 9/16/94PC
REVISED:			7/1/87-12P 10/17/86PC
REVISED:			7/1/89P 6/9/89PC
REVISED:			7/1/93P 8/31/92PC
REVISED:			7/1/95P 9/16/94PC
REVISED:	12/24/97UC	12/24/97UC	12/24/97UC