



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#01-15

January 06, 2015

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Peter Long at plong@admin.nv.gov no later than February 06, 2015.

If no written objections are received in this office by February 06, 2015, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #9-15
Posting Expires: February 06, 2015

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.867	Historic Preservation Administrator	42 A		<i>ABOLISHED</i>	

Basis for Recommendation

The Historic Preservation Administrator class was scheduled to be abolished through attrition. Working with the State Historic Preservation Office, Human Resource Management determined that the position is vacant, will not be used in the future and should be abolished.

Note: Changes, additions and/or deletions on the class specification are noted in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by February 06, 2015. Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: January 06, 2015



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 ADMINISTRATOR***]	42	A	7.867

~~Under administrative direction of the department director, the Historic Preservation Administrator is assigned responsibility to plan, organize, coordinate and administer a statewide cultural resource management program within guidelines and parameters established by the National Historic Preservation Act of 1966, grant programs, and various boards and commissions associated with historic preservation.~~

~~Develop the State's comprehensive historic preservation plan; establish division and State priorities related to the survey, evaluation, planning and treatment of cultural resources; develop short and long range goals and objectives; measure results and evaluate program effectiveness; prepare narrative and statistical reports and recommendations as requested.~~

~~Ensure compliance with State and federal laws, regulations, requirements and established standards related to the preservation and interpretation of historic sites; administer division activities in accordance with the National Historic Preservation Act of 1966, departmental policies, and the administrative guidelines set forth by applicable boards and commissions.~~

~~Plan, organize, direct and evaluate recommendations for surveys of cultural resources including the archaeological, architectural history, and historical aspects of sites within the State; review technical documentation, photographs, artifacts and other items and confer with federal representatives and State agencies to coordinate activities and efforts.~~

~~Formulate, develop and implement the division budget; review budget requests from subordinate staff and prepare justifications for the acquisition of equipment and/or additional staff; testify before legislative money committees and at hearings to answer questions, explain technical aspects of historic preservation, and advocate for special projects.~~

~~Approve grants for historic preservation funding and coordinate the annual grant program of the Commission for Cultural Affairs; manage meetings, sign funding agreements and journal vouchers for payment upon satisfactory completion and documentation of contracted work; review and approve all grants, work and billings for both the Historic Preservation Fund and the State bond funds of the Commission for Cultural Affairs.~~

~~Coordinate fund-raising activities for historic preservation activities and act as appointing authority, with budgetary and personnel responsibilities for the Comstock Historic District Commission; oversee development, maintenance and operation of the Commission office; serve as the Governor's appointee on the Commission.~~

~~Represent the State in national historic preservation forums and in meetings with federal agencies; represent the division at meetings with other State and local governmental entities and the public; work closely with representatives of the National Park Service, National and State Registers of Historic Places, Native American tribal leaders and others.~~

~~Supervise and evaluate the performance of professional staff engaged in the survey, research and preservation of archaeological, architectural and historical sites; develop work programs in conjunction with the National Park Service and Historic Preservation Office; provide for training and staff development opportunities; counsel and discipline personnel as appropriate.~~

~~Perform related duties as assigned.~~

***Abolish through attrition

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.

~~EDUCATION AND EXPERIENCE: Ph.D. 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 archaeology, and three years experience performing professional historic preservation work in archaeology, architectural history, history, planning and/or inspection; one year of which included supervising major cultural resource projects including field surveys, site evaluations and testing, treatment programs for proposed projects, preparation of historic contexts, and rehabilitation of historic buildings; **OR** Master's 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 archaeology, and four years experience as described above; **OR** one year of experience as an Historic Preservation Specialist III in Nevada State service. (See Informational Note)~~

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

~~**Knowledge of:** all program areas as defined under the National Historic Preservation Act of 1966 including Review and Compliance, Tax Act, Historic Preservation Grants, Comprehensive Statewide Historic Preservation Plan, Certified Local Government, Public Education and Technical Assistance, Statewide Survey and Inventory, National and State Register and State Marker Program areas; management principles and practices. **Ability to:** interact and negotiate with other State and federal agencies, local governments, the legislature, professionals and the general public on a continuous basis; organize workflow to accomplish established objectives; coordinate the efforts of division staff, various State and federal agencies and professionals by determining the time, place and sequence of actions to be taken based on analysis of cultural resource data and project parameters; chair and direct meetings, including local commissions; administer a grant funded program, including providing assistance in developing applications, selecting projects that meet federal and State standards, and monitoring and reviewing final products.~~

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

~~**Detailed knowledge of:** historic preservation and archaeology laws and regulations affecting the State; various types of historic, architectural and archaeological sites found in the State; responsibilities of the Division of Historic Preservation and Archaeology. **Knowledge of:** the budget planning and development process; appropriate types of rehabilitation of historic structures; appropriate forms of survey and treatment of historic and archaeological properties; National Park Service grant requirements. **Ability to:** manage division staff by organizing workflow, delegating responsibility, providing training, evaluating the performance of subordinates and administering discipline; manage 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; analyze technical reports and associated documents for accuracy and compliance with federal and State requirements; determine historic significance of sites; negotiate appropriate treatment of architectural and historic sites.~~

~~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.~~

7.867

- ESTABLISHED: 12/16/76
- REVISED: 6/8/79R
- 7/27/79PC
- REVISED: 7/1/87-12P
- 10/17/86PC
- REVISED: 7/1/93P

7.867

REVISSED: 8/31/92PC
7/1/95P
9/16/94PC
REVISSED: 7/14/97R
12/24/97UC
REVISSED: 7/1/01LGJ
ABOLISHED 2/6/15UC