



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>HISTORIC PRESERVATION SPECIALIST III</b>	<b>37</b>	<b>B</b>	<b>7.869</b>
<b>HISTORIC PRESERVATION SPECIALIST II</b>	<b>35</b>	<b>B</b>	<b>7.871</b>
<b>HISTORIC PRESERVATION SPECIALIST I</b>	<b>33</b>	<b>B</b>	<b>7.873</b>

**SERIES CONCEPT**

Historic Preservation Specialists 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 a paper, electronic, and/or GIS 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 Local Governments (CLGs); providing technical advice to the State of Nevada's Commission for Cultural Centers and Historic Preservation (CCCHP); managing the statutorily-mandated Nevada Site Stewardship Program; administration of the Comstock Historic District for the State as per the requirements of NRS 384; management of the Comstock History Center in Virginia City; 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 Board of Museums and History.

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.

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**SERIES CONCEPT (cont'd)**

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, and incorporating new data on historic, architectural, and archaeological sites into the plan.

Assist in the administration of the Historic Preservation Fund subgrants and CCHP grants to governments and private non-profit corporations; 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 that 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 CLG 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, architectural history, 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.

Oversee data process workflows including document scanning, digitization of GIS data, prevention, detection and resolution of duplicates; data validation and normalization; implementation, administration and maintenance of GIS software for internal and external use.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Historic Preservation Specialist III:** Under administrative direction of the Historic Preservation Administrator, incumbents supervise lower level Historic Preservation Specialists to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training and discipline; and may supervise additional professional, technical, and/or administrative staff as assigned.

Set priorities for completing specific elements for the State's preservation plan; research and compile relevant material and write elements of the plan; may serve as appointed deputy to the Administrator and act on behalf of

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### CLASS CONCEPTS (cont'd)

**Historic Preservation Specialist III:** (cont'd)

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.

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.

Coordinate with Department of Conservation and Natural Resources Information Technology staff regarding Nevada Cultural Resources Inventory System (NVCRIS) hardware, software, and networking need; cooperate with Federal and State agencies to ensure a comprehensive, services-based, GIS inventory of cultural resources for the entire state of Nevada for qualified users; maintain and expand the statewide inventory of cultural resources (archaeological, architectural and State and National Register) per the National Historic Preservation Act Section 101 (b)(3)(a) as amended.

Administer all aspects of the Comstock Historic District as established in NRS 384 including providing staff support and daily management for the Comstock Historic District Commission (CHDC), advise property owners, local, State, and Federal governmental agencies regarding the requirements of NRS 384, and provide information on the CHDC and Comstock history to the general public. Oversee operations for the Comstock History Center (CHC) including all aspects of the CHC museum, library, meeting facility, offices and storage facility. Supervise CHDC and CHC staff and coordinate local preservation efforts with responsible private, governmental, and non-profit entities.

**Historic Preservation Specialist II:** Under general direction, incumbents are assigned responsibility for a specific program area, and may supervise or direct lower level Historic Preservation Specialists. This is the journey level of the series.

Recommend to State and federal agencies the kind and intensity of archaeological and architectural surveys and historic contexts and background studies to be conducted; review and provide comments on archaeological and/or architectural survey reports prepared in the State to ensure they meet federal and State standards; determine the adequacy of documentation for evaluation of cultural resources 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 State and federal agencies regarding the treatment and stewardship of cultural resources.

Prepare and review nominations for the National and State Registers; coordinate and manage the Nevada Site Stewardship program; train and certify volunteers and regional coordinators in the Nevada Site Stewardship program; provide advice and technical assistance regarding the treatment of the historic built environment including landscape; coordinate burial activities with Native Americans and other State agencies; review Nevada State Historic Marker texts.

Review and prepare technical papers at professional conferences and educate the public on preservation issues; coordinate with other State and federal agencies to set standards for report writing, evaluation, stewardship, and mitigation of cultural resources; maintain online NVCRIS program by ensuring that all appropriate data is available in the system to qualified users.

Assist Historic Preservation Specialist III to coordinate with institutions maintaining inventories of hard copy archaeological records. Prepare and revise legally binding agreements on behalf of the Administrator and Historic Preservation Specialist III, with federal agencies and the Advisory Council on Historic Preservation; review and certify archaeological and/or architectural reports and work resulting from historic preservation grants to ensure they meet applicable federal standards.

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**CLASS CONCEPTS (cont'd)**

**Historic Preservation Specialist II** (cont'd)

Disseminate technical information on the Historic Preservation Tax Incentive program (Tax Act); 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.

Coordinate the CLG program, including writing standards, monitoring, providing assistance in the grant program, and preparing reports on CLGs.

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.

**Historic Preservation Specialist I:** Incumbents either:

- 1) Under general supervision, assist staff with, and participate in the development of, the following: recommendations to State and federal agencies regarding the kind and intensity of archaeological and/or architectural surveys to be conducted; development of texts for the Nevada State Historic Marker program; coordinating burial activities. Additionally, incumbents review archaeological and/or architectural survey reports and make recommendations to supervisor regarding the adequacy of documentation, the significance of cultural resources discovered and the federal agency's determination of effect; educate the public in preservation issues; prepare and edit national and State register nominations; determine when monitoring of historic properties with covenants should occur; monitor sites with historic preservation covenants; process cultural resource inventory reports for inclusion in NVCRIS; and assist higher level Historic Preservation Specialists in ensuring that all appropriate data is available in the NVCRIS system to qualified users. Positions may be permanently allocated at this sub-journey level and there is no progression to the journey level; or
- 2) Under close supervision of a higher-level Historic Preservation Specialist, receive training in performing the duties described in the series concept. Progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

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**MINIMUM QUALIFICATIONS**

**HISTORIC PRESERVATION SPECIALIST III**

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited university in history, architectural history, historic preservation, art history, archaeology, anthropology, cultural geography or related field and two years of professional experience performing historic preservation work in archaeology, architectural history, history, or planning; **OR** Bachelor's degree from an accredited college or university in history, architectural history, historic preservation, art history, archaeology, anthropology, cultural geography or closely related field and three years of professional experience as described above; **OR** one year of experience as a Historic Preservation Specialist II in Nevada State service; **OR** an equivalent combination of education and experience as described above.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**  
**Detailed knowledge of:** preferred methods of survey to identify cultural resources in specific areas of the State; research questions and/or historic contexts and the Secretary of Interior's criteria of significance to evaluate identified resources. **Working knowledge of:** all federal and State preservation laws including the National Historic Preservation Act and implementing regulations 36CFR800, 36CFR60-64, Antiquities Act, The Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation; other

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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): (cont'd)  
 regulations and laws affecting historic, architectural and archaeological sites; local building codes and county ordinances relevant to architectural plan review; open meeting laws. **General knowledge of:** The Secretary of Interior's Standards for Rehabilitation and Illustrated 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; 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; *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:** Nevada material culture and the preferred means of preserving sites, structures and/or data; Nevada Revised Statutes 381, 383, and 384; preparation and negotiation of programmatic agreements, 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; the requirements of the GIS database NVCRIS, the Nevada Site Stewardship Program, and the CCCHP grant program. **General 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 archaeological, architectural and historic sites; manage the NVCRIS database; and supervise the Nevada Site Stewardship Program on behalf of the Administrator.

#### HISTORIC PRESERVATION SPECIALIST II

EDUCATION AND EXPERIENCE: Master's degree from an accredited university in archeology, anthropology, architectural history, art history, history, historic preservation, cultural geography or related field and one year of professional experience in research, writing, or teaching American architectural history, restoration architecture, history, art history, or historic preservation with an academic institution; working for a professional historic preservation consulting firm or a Federal, state, or local entity performing historic preservation work in archaeological research, architectural history, history, or historic preservation; or managing and/or maintaining cultural resource databases to include the digitization of GIS data, data validation and normalization, and resolution of duplicates; **OR** Bachelor's degree from an accredited college or university in architectural history, history, art history, anthropology, historic preservation or closely related field and two years of professional experience as described above; **OR** one year of experience as a Historic Preservation Specialist I level in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):  
**Working knowledge of:** preservation and conservation technology to assess the condition of sites and structures and recommend appropriate action. **General 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; 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

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**MINIMUM QUALIFICATIONS (cont'd)**

**HISTORIC PRESERVATION SPECIALIST II** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)  
 preservation laws and regulations. **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; motivate others to effective action; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities of the Historic Preservation Specialist III.)*

**HISTORIC PRESERVATION SPECIALIST I**

EDUCATION AND EXPERIENCE: Master's degree from an accredited university in architectural history, history, art history, anthropology, historic preservation or closely related field; **OR** Bachelor's degree in architectural history, history, art history, anthropology, historic preservation or closely related field and one year of professional experience in research, writing, or teaching American architectural history, restoration architecture, history, art history, or historic preservation with an academic institution; working for a professional historic preservation consulting firm or a Federal, state, or local entity performing historic preservation work; or managing or maintaining cultural resource databases to include the digitization of GIS data, data validation and normalization, and resolution of data duplicates; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):  
**General knowledge of:** Western history, Great Basin prehistory and/or American architectural history; historic preservation principles, theory and planning, and database management. **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):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities of the Historic Preservation Specialist II.)*

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

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