



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#04-15

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 #12-15
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
7.869	Historic Preservation Specialist III	37 B	<i>7.869</i>	<i>Historic Preservation Specialist III</i>	<i>37 B</i>
7.871	Historic Preservation Specialist II	35 B	<i>7.871</i>	<i>Historic Preservation Specialist II</i>	<i>35 B</i>
7.873	Historic Preservation Specialist I	33 B	<i>7.873</i>	<i>Historic Preservation Specialist I</i>	<i>33 B</i>

Basis for Recommendation

As part of the Biennial Classification Maintenance Review project, and at the request of the State Historic Preservation Office, Human Resource Management recommends revisions be made to the Historic Preservation Specialist series to remove options which were hindering recruitment efforts. Additionally, Human Resource Management recommends revisions to the series concepts to update duty statements being performed and to outline duties executed as a result of technological changes.

The class concept of the Historic Preservation Specialist III was revised to include oversight and coordination of all aspects of the Comstock Historic District as established in NRS 384, as well as managing the Nevada Cultural Resources Inventory System (NVCRIS) for qualified users. The options were removed at both the Historic Preservation Specialist II and I levels in order to recognize that positions are assigned to perform, or train to perform, in all or specific program areas. Duties were then consolidated to identify responsibilities currently necessary to meet the agency's needs. Furthermore, the minimum qualifications and knowledge, skills and abilities were updated to reflect the experience required to perform the duties assigned. Furthermore, it has been determined that the Informational Note no longer is applicable for recruitment purposes and, therefore, it is recommended to be removed.

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; cooperate with other agencies and the public in conducting a comprehensive statewide survey of cultural resources and maintaining a paper and 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; Incumbents prepare and implement a comprehensive statewide historic preservation plan; administer Nevada's Native American burial protection legislation; recommend and conduct surveys of areas deemed priority due to development activities or a need for data; 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; and recommend whether cultural resources surveys are necessary, and the type and level of intensity required. They also assist in preparing elements of the State's preservation plan, including establishing priorities and setting goals for completion each year; assist in the administration of the Historic Preservation Fund 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 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; and administer the Certified Local Government (CLG) and State Historic Marker Programs; and oversee data process workflows including document scanning, digitization of GIS data, prevention, detection and resolution of duplicates.

7.869 – *Historic Preservation Specialist III, Grade 37*: 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; 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, as well as the Information Technology staff; prepare documents for National Park Service audits; 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.

7.871 – *Historic Preservation Specialist II, Grade 35*: Under 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. Incumbents recommend to State and federal agencies the kind and intensity of archaeological and architectural surveys and historic contexts and background studies to be conducted; 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; review and prepare technical papers at professional conferences and educate the public on preservation issues. Additionally, they coordinate with other State and federal agencies to set standards for report writing, evaluation, stewardship, and mitigation of cultural resources; review and certify archaeological and/or architectural reports and work resulting from historic preservation grants to ensure they meet applicable federal standards; disseminate technical information on the Historic Preservation Tax Incentive program (Tax Act). They also coordinate the CLG program, including writing standards, monitoring, providing assistance in the grant program, and preparing reports on CLGs; and provide preliminary review of plans for rehabilitation of historic structures and assist the public in applying for necessary permits to pursue construction.

7.873 – *Historic Preservation Specialist I, Grade 33*: Under general supervision of a higher level Historic Preservation Specialist, incumbents receive training in performing the duties outlined in the series concept. They 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; educate the public in preservation issues; and prepare and edit national and State register nominations. They also determine when monitoring of historic properties with covenants should occur; and assist higher level Historic Preservation Specialists in ensuring that all appropriate data is available in the NVCRIS system to qualified users.

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 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 a ~~an~~ **paper and 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 (CLG's); **provide technical advice to** ~~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~~; **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 ~~B~~**b**urial ~~P~~**p**rotection 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 of Museums and History** ~~for Historic Preservation and Archaeology~~.

HISTORIC PRESERVATION SPECIALIST III	37	B	7.869
HISTORIC PRESERVATION SPECIALIST II	35	B	7.871
OPTIONS			
HISTORIC PRESERVATION SPECIALIST I	33	B	7.873
OPTIONS			

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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, *and incorporating new data on historic, architectural, 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~~] *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 Certified Local Government (*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.

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OPTIONS			
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OPTIONS			

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SERIES CONCEPT (cont'd)

Perform related duties as assigned.

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] State[wide]'s [P]reservation [P]lan; research and compile relevant material and write elements of the plan; *may* 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;]~~ **C**oordinate 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 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 (Nevada Cultural Resources Inventory System (NVCRIS)); 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, 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 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.

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OPTIONS			
HISTORIC PRESERVATION SPECIALIST I	33	B	7.873
OPTIONS			

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CLASS CONCEPTS (cont'd)

Historic Preservation Specialist II (cont'd)

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.

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.

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.~~

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OPTIONS			
HISTORIC PRESERVATION SPECIALIST I	33	B	7.873
OPTIONS			

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CLASS CONCEPTS (cont'd)

Historic Preservation Specialist II (cont'd)

OPTION B: Architectural History (cont'd)

~~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; 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.~~

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OPTIONS			
HISTORIC PRESERVATION SPECIALIST I	33	B	7.873
OPTIONS			

CLASS CONCEPTS (cont'd)

Historic Preservation Specialist II (cont'd)

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 *of a higher level Historic Preservation Specialist*, 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.] *receive training in performing the duties outlined in the series concept.*~~

~~*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.*~~

~~**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.]~~

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OPTIONS			
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OPTIONS			

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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~~] *Master's* degree from an accredited college or university in history, architectural history, historic preservation, art history, archaeology, anthropology, *cultural geography* 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, *or* planning [~~and/or inspection~~]; **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 with major coursework in historic preservation, public history, architectural history or archaeology and [~~five~~] *four* years *of* experience performing professional historic preservation work in archaeology, architectural history, history, *or* 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)]~~

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; Nevada material culture and the preferred means of preserving sites, structures and/or data. 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; other 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: 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; *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: 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; *the requirements of the GIS database NVCRIS, the Nevada Site Stewardship Program, and the Commission for Cultural Affairs grant program.*

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OPTIONS			

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MINIMUM QUALIFICATIONS (cont'd)

Historic Preservation Specialist III (cont'd)

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 [historic] *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 college or university in archeology, anthropology, architectural history, art history, history, historic preservation, cultural geography or [closely] related field plus one year of 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, 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 in architectural history, history, art history, anthropology, historic preservation or closely related field, plus two years 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, local entity performing professional historic preservation work; or managing and/or maintaining cultural resource databases to include the digitization of GIS data, data validation and normalization, and resolution of data duplicates; OR one year as a Historic Preservation Specialist I level in Nevada State service; OR an equivalent combination of education and experience.*

~~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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OPTIONS			
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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:]

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 preservation laws and regulations.

Working 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; motivate others to effective action; and all knowledge, skills and abilities required at the lower level.

HISTORIC PRESERVATION SPECIALIST III	37	B	7.869
HISTORIC PRESERVATION SPECIALIST II	35	B	7.871
OPTIONS			
HISTORIC PRESERVATION SPECIALIST I	33	B	7.873
OPTIONS			

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MINIMUM QUALIFICATIONS (cont'd)

HISTORIC PRESERVATION SPECIALIST II (cont'd)

[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.*]~~

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. **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.]~~

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

(These are identical to the Entry Level Knowledge, Skills and Abilities of the Historic Preservation Specialist III.)

[OPTION E: Inspector

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

HISTORIC PRESERVATION SPECIALIST I

***EDUCATION AND EXPERIENCE:* Bachelor's degree in architectural history, history, art history, anthropology, historic preservation or closely related field, plus 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, local entity performing professional 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 equivalent combination of education and experience.**

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)*~~

HISTORIC PRESERVATION SPECIALIST III	37	B	7.869
HISTORIC PRESERVATION SPECIALIST II	35	B	7.871
OPTIONS			
HISTORIC PRESERVATION SPECIALIST I	33	B	7.873
OPTIONS			

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MINIMUM QUALIFICATIONS (cont'd)

Historic Preservation Specialist I (cont'd)

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)~~

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):

General knowledge of: Western history, Great Basin prehistory and/or American [A]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):

~~[**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.] (These are identical to the Entry Level Knowledge, Skills and Abilities of the Historic Preservation Specialist II.)~~

HISTORIC PRESERVATION SPECIALIST III	37	B	7.869
HISTORIC PRESERVATION SPECIALIST II	35	B	7.871
OPTIONS			
HISTORIC PRESERVATION SPECIALIST I	33	B	7.873
OPTIONS			

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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.

	<u>7.869</u>	<u>7.871</u>	<u>7.873</u>
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
REVISED:	2/6/15UC	2/6/15UC	2/6/15UC