



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Parks and Recreation Department

Facility: Salem HQ

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Program Analyst 2
b. Classification No: C0861
c. Effective Date:
d. Position No: 4701090
e. Working Title: National Register Program Coordinator
f. Agency No: 63400
g. Section Title: Heritage Programs
h. Employee Name:
i. Work Location (City-County): Salem, Marion County
j. Supervisor Name (optional): Christine Curran

k. Position: [x] Permanent [] Seasonal [] Limited duration [] Academic Year
[x] Full Time [] Part Time [] Intermittent [] Job Share

l. FLSA: [] Exempt [x] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
m. Eligible for Overtime: [x] Yes [] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

Oregon Parks and Recreation Department (OPRD) fulfills its mission to "Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations" by operating a system of State Parks Recreation, Historic and Natural Areas; by managing special programs including Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores; and by providing assistance to local governments for recreation and heritage conservation. OPRD serves more than 45 million visitors per year through a State Parks Recreation system of more than 250 park areas statewide. OPRD does this through its vision of "Taking the long view to protect Oregon's special places and provide the greatest experience while creating stable future funding". OPRD upholds its mission and vision through the following operating principles: Accountability, Commitment, Empathy, Empowerment, Fun, Integrity, Respect and Well Being. The agency's current approved budget information can be found at www.oregon.gov/oprd under Budget & Facts.

This position is located within the Heritage Programs Division of Oregon Parks and Recreation Department (OPRD), which includes the State Historic Preservation Office (SHPO), Oregon Heritage Commission, the Oregon Commission on Historic Cemeteries, and the Oregon Historic Trails Advisory Council. The Division is managed by the Heritage Division Manager, who is also the Deputy State Historic Preservation Officer and directly responsible to the OPRD Director, who is the Governor-designated State Historic Preservation Officer.

SHPO is responsible for statewide administration of federal and state historic preservation programs, which includes a statewide survey to identify buildings and archaeological sites of potential historical significance; nomination of significant buildings and archeological sites to the National Register of Historic Places; review of all federally- and state-funded or licensed projects for impact on historic buildings and archeological sites; administration of grants-in-aid for archaeological site excavation, building restoration, and survey projects; administration of federal and state tax incentive programs for

rehabilitation of historic buildings; and administration of the state archaeological permits program.

SHPO also works closely with OPRD field staff to ensure the protection of archaeological and historic sites within state parks, and provides cultural resource advice and assistance to agencies of federal, state and local governments as well as to private citizens.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement: The primary purpose of this position is to:

The purpose of this position is to administer the state's programs for identifying and designating historic buildings and sites in accordance with state and federal guidelines. This includes the following: evaluate the significance of buildings; coordinate the survey and inventory of historic properties statewide; review, prepare, and monitor nominations to the National Register of Historic Places; advise and assist federal, state, and local agencies, as well as members of the public, in the documentation and evaluation of historic properties.

This position also assists in administering Oregon's Environmental Compliance programs for historic buildings and sites, as required by federal and state laws. This involves working with representatives of government agencies and private companies to minimize impacts to historic properties by federal- or state-funded development projects. The incumbent works closely with other SHPO staff, especially those involved in the identification and treatment of significant historic and archaeological properties in Oregon.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of time	N/R/NC	E/NE	DUTIES
70%	National Register of Historic Places Program -		
	NC	E	Advises and assists property owners, professional consultants, and federal, state, tribal, and local government entities with the preparation of National Register nominations.
	NC	E	Reviews, evaluates, edits, and provides professional recommendations on documentation submitted to nominate properties to the National Register.
	NC	E	Screens nominations submitted for review by the State Advisory Committee on Historic Preservation (SACHP) for adherence to general scholarly documentation standards and to the specific federal and state requirements for the National Register program.
	NC	E	Provides professional evaluations of National Register eligibility for properties applying for federal and state tax rehabilitation incentives and grants or under regulatory review by local, state, or federal government entities.
	NC	E	Prepares National Register nominations, when circumstances allow, including archival research, site documentation (photographs, floor plan drawings, site plans, etc.), architectural analysis, and writing historical narratives that make the case for designation.
	NC	E	Coordinates reviews of National Register nominations by Oregon's State Advisory Committee on Historic Preservation and by the National Park Service in Washington, D.C. in accordance with all applicable federal and state laws, rules, and guidelines, and office procedures.
	NC	E	Creates and maintains fact sheets, websites, user guides, and other materials to promote the program and ensure its efficient administration.
	NC	E	Communicate complex processes clearly and effectively both in writing and orally to the general public, professionals, and government officials in multiple formats before small and large groups in formal and informal settings.

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% of time	N/R/NC	E/NE	DUTIES
10%	Survey and Inventory Program for historic properties -		
	NC	E	Assists the Survey Coordinator with the development of appropriate and professionally defensible standards and procedures for documenting and evaluating historic properties statewide, including reconnaissance and intensive level surveys.
	NC	E	Keeps abreast of the ever-expanding field of cultural resource scholarship and the latest documentation and evaluation standards and techniques for historic buildings and sites, historic districts, linear features, cultural landscapes, and so forth.
	NC	E	Recommends appropriate survey methods for specific projects, reviews and evaluates survey products.
	NC	E	As funding and office priorities allow, conducts surveys of historic properties.
	NC	E	Assists with the maintenance, updating, analysis, and dissemination of all historic site records (electronic and hard-copy) for planning, educational, development, regulatory, and other uses.
	NC	E	Assists in the development of research priorities for the survey program
	NC	E	Assists in the creation and maintenance of fact sheets, websites, user guides, and other materials to promote the program and ensure its efficient administration.
10%	Environmental Compliance Program for historic buildings and sites		
	NC	E	Advises and assists state and federal agencies (and their applicants) in meeting required cultural resource responsibilities and in minimizing impacts to cultural resources.
	NC	E	Reviews, evaluates, and makes professional recommendations about decisions made by agency representatives and cultural resource professionals (historians, architectural historians, anthropologists, cultural geographers, architects, etc.).
	NC	E	Recommends appropriate cultural resource documentation and archival methodologies, makes cultural significance evaluations, determines impacts to cultural resources by proposed construction and development activity, and interprets cultural resource laws and regulations for site-specific applications.
	NC	E	Negotiates action plans for either avoiding adverse effects to cultural resources or mitigating impacts that cannot be avoided.
10%	Other Duties		
	NC	E	Performs other duties as assigned that provide support for OPRD and the Heritage Division.
	NC	E	Assists with the administration of the Certified Local Government Program, including providing technical assistance and advice; monitoring compliance with federal and state regulations; and providing training for staff and citizen commissions. Assists in the creation and maintenance of fact sheets, websites, user guides, and other materials to promote the program and ensure its efficient administration.
100%			

SECTION 4. WORKING CONDITIONS

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% of time	N/R/NC	E/NE	DUTIES
Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.			
Normal office environment. Occasional statewide and regional travel and public meetings during and after working hours. Occasional inspection of buildings.			

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

National Historic Preservation Act and related regulations (36 CFR 60); various bulletins and guidelines pertaining to National Register of Historic Places; "Guidelines for Conducting Historic Resource Surveys in Oregon" and "Preparing National Register Nominations in Oregon (Oregon SHPO); OAR 736-50-200 through 260; written office procedures; 36 CFR 800, the "Secretary of the Interior's Standards for the Treatment of Historic Properties," and various bulletins and guidelines pertaining to National Register programs. ORS 358.653, Oregon's state statute for the protection of government-owned historic resources

b. How are these guidelines used?

To assess the cultural significance (National Register eligibility) of properties and the effects of proposed developments and other actions on historic properties, and to determine appropriate avoidance and mitigation strategies.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who contacted	How	Purpose	How Often?
General public, property owners; federal, state and local officials; consultants	In person By telephone In correspondence By email	Consultation/interpretation of regulations and standards; Respond to questions; Provide information	Daily
National Park Service staff in Washington, DC	By telephone/email	Coordinate official review of National Register nominations in Oregon	Monthly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Determines if buildings, structures, sties, objects and districts are eligible for listing in the National Register of Historic Places and why, and provides professional recommendations and critiques of documentation submitted for properties being nominated to the Register or surveyed for cultural resource purposes. Requires professional interpretation of national guidelines to specific buildings and sites in Oregon.

Decides whether or not "eligibility" and "effect" determinations made by cultural resource professionals representing outside agencies are consistent with federal criteria, and, in consultation with those professionals, negotiates appropriate avoidance or mitigation measures. Also reviews and approves completion of mitigation measures. These decisions affect the timeframe and scope of cultural resource documentation and analysis required for construction or development projects to move forward, or, in some cases, whether those projects are either substantially modified or even abandoned by the outside agency/applicant in order to minimize or avoid impacts.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principal Executive/Manager D (Associate Deputy SHPO)	4701040	Reviews all work as needed.	Occasional building-specific or project-specific review; on-going basis; formal annual performance evaluation	Ensure quality and accuracy consistent with department goals.
PEMF, 7010 (Asst. Director for Heritage Programs)	4701022	Reviews all work as needed.	Occasional building-specific or project-specific review; ongoing basis	Ensure quality and accuracy consistent with department goals.

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? None
 How many employees are supervised through a subordinate supervisor? None
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:

SPECIAL REQUIREMENTS:

Since this position administers federal programs, federal qualifications apply. They are as follows:

A graduate degree in architectural history, history, art history, historic preservation, or closely related field (e.g., cultural geography, architecture, interior architecture, landscape architecture, or urban or regional planning); or a bachelor's degree in architectural history, history, art history, historic preservation, or closely related field plus one of the following: 1) at least two years of full-time experience in research, writing, or teaching in American architectural history, history, or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or 2) substantial contribution through research and publication to the body of scholarly knowledge in the fields of American history or architectural history. In addition, at least two years of full-time employment in a private, not-for-profit, local, state, or federal agency which regularly fulfills responsibilities or undertakes activities pursuant to the National Historic Preservation Act.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: **None**

SECTION 11. ORGANIZATIONAL CHART

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date