

1. Position Code

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO-MSF-MEDC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Classification of Position Architect 12	10. Division State Historic Preservation Office
5. Working Title of Position (What the agency titles the position) Historical Architect/Easement Coordinator	11. Section
6. Name and Classification of Direct Supervisor MACFARLANE-FAES, MARTHA; SAM 15	12. Unit
7. Name and Classification of Next Higher-Level Supervisor SCHUMAKER, RYAN; SDA 17	13. Work Location (City and Address)/Hours of Work 300 N. Washington Square, Lansing, MI 48913 / M-F, 8am-5pm

14. General Summary of Function/Purpose of Position
The position is the recognized resource for oversight of the SHPO Historic Preservation Easement program and for carrying out the architectural design and plan and specification review aspects of the State Historic Preservation Office Cultural Resource Protection Programs. These include project reviews required under Section 106 of the National Historic Preservation Act and the Local Historic Districts Act (1970 PA 169). With knowledge of the principles and practices of architecture coupled with knowledge of preservation techniques, the Historical Architect is required to review and approve plans and specifications for restoration and rehabilitation projects, evaluate and inspect these projects, prepare related technical reports, provide technical assistance and recommendations to those involved with these projects, and aid in the preparation and development of graphic projects and presentations. The position also assists in supporting the Federal and State Historic Preservation Tax Incentives Programs.

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.
List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 60**_____

Administer SHPO Historic Preservation Easement Program and architectural reviews for SHPO Cultural Resource Protection Programs

Individual tasks related to the duty.

- Administer annual easement/covenant monitoring including review of projects selected for monitoring.
- Review proposed work on properties covered by easements/covenants, including approval or modification of plans.
- Identify easement properties requiring inspection or technical assistance and conduct periodic site visits to determine maintenance and rehabilitation needs and easement compliance issues.
- Enforce covenants and easements as necessary in coordination with State Historic Preservation Officer and Deputy.
- In coordination with the Cultural Resource Protection Program Manager, provide project review and comment to evaluate the effect of federally-funded projects on architectural resources under Section 106 of the National Historic Preservation Act and state-level projects such as the Community Revitalization Program.
- Assure appropriate treatment and conformance with federal preservation standards for federally-funded construction projects involving historic or architecturally significant resources.
- Conduct site visits as needed to determine maintenance and rehabilitation needs for historic properties and to evaluate compliance with program requirements and the Secretary of the Interior's *Standards and Guidelines for the Treatment of Historic Properties*.
- Oversee and manage the SHPO Easement Database and related paper files, ensuring information is accurate and current.
- Accurately enter and maintain records for assigned project reviews within the SHPO general database.
- Identify and implement program improvements and efficiencies.
- Participate in meetings as needed or required to address project review and comment and to provide relevant technical expertise.
- Provide technical assistance and education regarding architectural or program matters.
- Develop program forms and publications as needed to operate the program and educate stakeholders and the public.
- Provide training and presentations to promote the program and educate stakeholders and the public.
- Coordinate and communicate with SHPO staff overseeing applicable program areas affected by historic preservation easements/covenants and regulatory matters, including the Certified Local Government, Grant and Cultural Resource Protection programs.

Duty 2

General Summary of Duty 2 **% of Time 30**_____

Support State and Federal Historic Preservation Tax Incentives Programs:

The SHPO Historical Architect assists program leaders for the State and Federal Historic Preservation Tax Incentive Programs. The position evaluates rehabilitation work for certification of commercial and owner-occupied properties and provides recommendations to the State Historic Preservation Officer. This involves review, modification and approval of plans, specifications and construction documents, and communication and coordination with applicants and staff at the National Park Service, Technical Preservation Services Division.

Individual tasks related to the duty.

- Review certification applications, project plans and specifications and complete review forms.
- Assist property owners, architects and developers in project planning and completion of applications.
- Work with other SHPO architect(s)/program managers to complete State and Federal Tax Credit reviews as needed, particularly when there is overlap with Section 106 projects and Federal and State Historic Preservation Tax Credit projects.
- Record keeping including database entry.
- Assist with all administrative aspects of the State and Federal Tax Incentive Programs.
- Conduct site visits.

Duty 3

General Summary of Duty 3 **% of Time 5** _____

State and Local Outreach, Technical Assistance and Guidance:

The SHPO Historical Architect assists local preservation, restoration, and rehabilitation efforts by providing technical assistance, advice and recommendations on historic preservation activities to individuals, architects, contractors and state and local units of government. Activities include outreach on the preservation incentive programs, architectural review, and property development activities for historic properties, and assisting local historic district commissions under provision of the Michigan Local Historic Districts Act (1970 PA 169). These tasks typically include coordination with multiple partners and interested parties including federal, state, and local government entities, non-profit organizations, private property owners, consultants, financial institutions, and private developers.

Individual tasks related to the duty.

- Establish priorities, coordinate activities, and resolve related work problems.
- Work in a team environment with multiple project partners to resolve issues and assist with project development and implementation.
- Disseminate technical preservation information.
- Project review and comment, provide guidance on project review.
- Public presentations.
- Technical report review.
- Review and comment on design review guidelines and provide recommendations to SHPO Officer/Deputy.

Duty 4

General Summary of Duty 4 **% of Time 5** _____

Other duties as assigned.

Individual tasks related to the duty.

Duty 5

General Summary of Duty 5 **% of Time** _____

Individual tasks related to the duty.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Review of plans and specifications to determine compliance with the Secretary of the Interior's *Standards and Guidelines for the Treatment of Historic Properties*.

Technical assistance given to government agencies, owners, architects, developers, contractors, and the public.

17. Describe the types of decisions that require your supervisor's review.

- Complex and controversial cases with the potential for conflict or impacts to agency and/or department.
- Tax certification recommendations to National Park Service.
- Tax certification recommendations for Michigan State Historic Preservation Tax Credit program.
- Design-review guidelines approvals under Local Historic District Act (1970 PA 169).
- Section 106 review results and determinations.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Typical office environment, computer work, some travel, inspections of historic buildings.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- | | |
|--|--|
| <p><input type="checkbox"/> Complete and sign service ratings.</p> <p><input type="checkbox"/> Provide formal written counseling.</p> <p><input type="checkbox"/> Approve leave requests.</p> <p><input type="checkbox"/> Approve time and attendance.</p> <p><input type="checkbox"/> Orally reprimand.</p> | <p><input type="checkbox"/> Assign work.</p> <p><input type="checkbox"/> Approve work.</p> <p><input type="checkbox"/> Review work.</p> <p><input type="checkbox"/> Provide guidance on work methods.</p> <p><input type="checkbox"/> Train employees in the work.</p> |
|--|--|

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

23. What are the essential duties of this position?

The SHPO Historical Architect carries out the architectural design, plan and specification review aspects of the State Historic Preservation Office Programs including the Historic Preservation Easement Program, Federal Historic Preservation Tax Incentives Program, State Historic Preservation Tax Incentives Program, Section 106 of the National Historic Preservation Act, Local Historic District Act (1970 PA 169), Historic Preservation Fund Grants and local restoration and rehabilitation projects statewide.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The State Historic Preservation Office promotes the preservation of historic resources through implementation of federal and state programs of identification, designation, incentives, and review. Programs include survey and planning, National Register of Historic Places, State and Federal Preservation Tax Incentives, Historic Preservation Fund Grants, and Section 106 of the National Historic Preservation Act of 1966, as amended, and the Michigan Local Historic Districts Act (1970 PA 169). The SHPO Historical Architect work addresses all of these specific program areas.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree with a major in architecture.

EXPERIENCE:

Three years of professional experience providing architect services equivalent to an Architect, including one year equivalent to an Architect P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to maintain records, prepare reports and conduct correspondence related to the work.
- Ability to communicate positively and effectively with others, verbally, graphically, and in writing.
- Ability to maintain favorable relations with colleagues, partner agencies and the public.
- Knowledge of technical aspects of historic building restoration and rehabilitation standards (Secretary of the Interior's *Standards and Guidelines of the Treatment of Historic Properties*).
- General understanding of community and economic development principles, practices, and incentives.

CERTIFICATES, LICENSES, REGISTRATIONS:

Master's degree in Architecture, preferred. Meets or exceeds the federal professional qualifications for Historical Architect as outlined in 36 CFR Part 61 preferred, Educational emphasis and/or certification in Historic Preservation desired.

Licensing as a professional architect is not required for this position.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. *I certify that the entries on these pages are accurate and complete.*

Appointing Authority's Signature

Date