

State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. ARTECTE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

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 Position Code Description Architect-E	10. Division State Historic Preservation Office
5. Working Title (What the agency calls the position) Historical Architect	11. Section
6. Name and Position Code Description of Direct Supervisor MACFARLANE-FAES, MARTHA L; HISTORIAN MANAGER-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor SCHUMAKER, RYAN; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 300 N WASHINGTON SQUARE, LANSING, MI 48913 / M-F 8:00 am – 5:00 pm

14. General Summary of Function/Purpose of Position

This position provides professional architectural duties to carry out the architectural design and plan and specification review aspects of the State Historic Preservation Office Programs, including Section 106 of the National Historic Preservation Act, the Local Historic Districts Act (1970 PA 169), and local restoration and rehabilitation projects statewide. This position assists the Historic Preservation Easement Program and the Federal and State Historic Preservation Tax Incentives Programs. With knowledge of the principles and practices of architecture coupled with knowledge of preservation techniques, the Historical Architect will review and approve plans and specifications for restoration and rehabilitation projects, evaluate and inspect these projects, prepare related technical reports, provide assistance and recommendations to those involved with these projects and aid in the preparation and development of graphic projects and presentations.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 30**

Historic Preservation Easements: Assist in the coordination of SHPO Historic Preservation Easement Program

Individual tasks related to the duty:

- Coordinate SHPO easement database and related paper files, ensuring information is accurate and current.
- Conduct annual easement monitoring
- Conduct site visits
- Enforce covenants and easements as necessary in coordination with State Historic Preservation Officer and Deputy.
- Review of projects selected for annual easement monitoring
- Review of proposed work on properties covered by an easement
- Coordinate with SHPO staff overseeing various aspects of SHPO easement and grant programs to ensure process efficiencies and consistency

Duty 2

General Summary: **Percentage: 30**

Assist in implementation of State and Federal Tax Incentives Programs:
The SHPO Historical Architect assists program leaders of 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
- Assist with all administrative aspects of the State and Federal Tax Incentives Programs
- Record keeping, including database entry
- Identify program improvements and efficiencies and work with program leaders to implement changes
- Assist with site visits

Duty 3

General Summary: **Percentage: 25**

Section 106 and State Level Reviews:
The Historical Architect reviews and evaluates the effect of federally-funded projects on architectural resources under Section 106 of the National Historic Preservation Act, and state-level projects such as those considered under the Community Revitalization Program. Assure appropriate treatment and conformance with federal preservation standards for federally-funded construction projects involving historic or architecturally significant resources.

Individual tasks related to the duty:

- Assist with project review and comment, including approval or modification of plans
- Database entry
- Meetings and site inspections
- Work with Cultural Resource Planning and Protection staff to create and present technical educational material regarding the treatment of historic properties to federal funding recipients.

Duty 4**General Summary:****Percentage: 10**

Technical Assistance, Guidance and Outreach:

Assist local preservation, restoration and rehabilitation efforts by providing 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:

- Work in a team environment with multiple project partners to resolve issues and assist with project development and implementation
- Disseminate technical preservation information
- Provide guidance on project reviews
- Assist with public presentations
- Technical report review
- Review and comment on design review guidelines and provide recommendations to State Historic Preservation Officer and Deputy

Duty 5**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

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 and contractors.

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

- Tax certification recommendations to National Park Service
- Tax certification recommendations for Michigan State Historic Preservation Tax Credit program
- Historic preservation easement monitoring reviews and approvals
- Design-review guideline approvals under Local Historic District Act (1970 PA 169)
- Section 106 review results and determinations
- Historic Preservation Fund Grant related project reviews

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

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

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

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

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

Yes.

23. What are the essential functions of this position?

The SHPO Historical Architect performs professional architectural duties to carry out the architectural design and plan and specification review aspects of the State Historic Preservation Office Programs including Historic Preservation Easements, 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.

New position.

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 Funds 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. 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:

Architect 9

No specific type or amount is required.

Architect 10

One year of professional experience providing architect services equivalent to an Architect 9.

Architect P11

Two years of professional experience providing architect services equivalent to an Architect, including one year equivalent to an Architect 10.

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/organizations, developers, and the public.
- Knowledge of technical aspects of building restoration and rehabilitation standards for historic buildings.
- General understanding of community and economic development principles, practices and incentives.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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

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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

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

SARAH KEILEN

12/11/2023

Appointing Authority

Date

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.

Employee

Date