



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/9/24

Agency: Oregon Parks and Recreation Department (OPRD)

Facility: Central Office, Salem, OR

[X] New [] 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: 30 July 2021
d. Position No:
e. Working Title: Survey and Inventory Coord.
f. Agency No: 63400
g. Section Title: Heritage Division, SHPO
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: SEIU, OAO
k. Work Location (City - County): Salem, Marion County
l. Supervisor Name: Ian P. Johnson
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [X] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. 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 and Historic and Natural Areas; managing special programs including Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores; and assisting local governments for recreation and heritage conservation. OPRD serves more than 45 million visitors annually 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 approved budget information is at www.oregon.gov/oprd under Budget & Facts.

This position is within the Heritage Division (Oregon Heritage), an Oregon Parks and Recreation Department (OPRD) division. Oregon Heritage includes the State Historic Preservation Office (SHPO), the Oregon Commission on Historic Cemeteries (OCHC), the Oregon Heritage Commission (OHC), Oregon Main Street Network (OMS), and other state heritage programs. The director of OPRD is the governor-designated

State Historic Preservation Officer. The SHPO-designated Deputy State Historic Preservation Officer is the director of Oregon Heritage. Oregon Heritage is divided into four bureaus: Preservation and Compliance within the SHPO and Outreach and Administrative Support. Oregon Heritage achieves the goals of the Oregon Historic Preservation and the Oregon Heritage Plans by creating a favorable environment through statewide leadership and the effective administration of federal and state programs and grants that support community-driven projects. Oregon Heritage offers its many partners information, technical assistance, funding, networking, and cross-discipline collaboration opportunities to achieve their preservation goals to benefit Oregon's communities.

Preservation Bureau programs support the identification, evaluation, designation, and treatment of historic properties eligible for or listed in the federal National Register of Historic Places. Specific programs include the statewide inventory of historic properties, the National Register of Historic Places, and federal and state grants and tax incentives.

The Compliance Bureau reviews all federal- and state-funded, sponsored, or licensed projects for impacts to historic properties and archaeological sites for compliance with applicable federal and state laws and creates monitors and maintains inter-agency agreements to carry out the provisions of these same laws in cooperation with agency partners.

The Outreach Bureau programs serve the general public, museums, archives, genealogy organizations, historic cemeteries, and anyone documenting, preserving, interpreting, and sharing Oregon's heritage. The Outreach Bureau also promotes the value of heritage throughout the state and supports coordination and solutions for heritage statewide.

The Support Bureau includes the Division's administrative support functions, including supporting events, public meetings, employee travel, purchasing, maintenance and creation of digital systems, design and management of paper and digital files, and related processes.

This position has duties primarily within the Preservation Bureau but supports the Compliance Bureau and Outreach Bureaus as needed.

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 primary purpose of this position is to administer the state's programs for the identification, recordation, and evaluation of historic properties in compliance with federal and state laws, guidelines, and professional best practices. The position creates and maintains processes and information systems to support these programs in coordination with the Archaeology Survey and Inventory Program Coordinator.

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
65%			Survey and Inventory Program for historic properties: Administers the state program for the identification, recordation, and evaluation of historic properties in compliance with federal and state laws and guidance and professional best practices in coordination with the Oregon State Archaeologist.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

	NC	E	Develops program standards for identifying, documenting, and evaluating historic properties.
	NC	E	Reviews and processes historic property survey reports and site-specific documentation for inclusion in appropriate state-wide databases and GIS applications for historic resources.
	NC	E	Creates, maintains, updates, conducts analysis, and disseminates electronic and hardcopy records for planning, educational, development, regulatory, and other uses.
	NC	E	Responds to requests for information, technical assistance, and guidance from tribal governments, federal, state, and local agencies and their staff, and private parties concerning federal and state laws, rules, and best practices for identifying, recording, and evaluating historic properties.
	NC	E	Maintains guides, fact sheets, websites, and other materials to promote the program and aid federal, state, and local agencies, consultants, and the general public in meeting statewide historic survey standards
	NC	E	Recommends appropriate survey methods for specific projects, and reviews and evaluates survey products.
	NC	E	As funding and office priorities allow, conducts surveys of historic properties.
10%			Information system management: Creates and maintains data systems and digital data, including the Oregon Historic Sites Database and Geographic Information System (GIS) for historic properties, Oregon Archaeological Records Remote Access system (OARRA), Oregon's Online Site Forms submission system, and related information and data-storage systems in coordination with the Archaeology Survey and Inventory Program Coordinator.
	N	E	Maintains the statewide GIS system for historic properties and related information and data-management systems according to federal regulatory standards and controls research access to these files under federal and state exemptions from the Freedom of Information Act (FOIA) and applicable state confidentiality laws. Insures the data is complete, current, and in a form that facilitates ease of use.
	N	E	Administers agreements to acquire and share data with and among Tribal governments, state and federal agencies, and professional consultants in compliance with applicable federal and state laws, rules, policies, and office procedures.
	N	E	Serves as contact as the administrator for the Heritage Division data servers and online site form submission system.
	N	E	Responds to public records requests under federal and state law.
10%			National Register of Historic Places Program: Under the direction and in support of the National Register of Historic Places program coordinator, administer the National Register of Historic Places Program as established under the 1966 Historic Preservation Act, as amended, and associated implementing regulations, and Oregon Administrative Rules (OAR) 736-050-0220 through 736-050-0270.
	NC	E	Advises and assists property owners, professional consultants, and federal and state agencies, and tribal and local governments with the preparation of National Register of Historic Places nominations.
	NC	E	Reviews, evaluates, edits, and provides professional recommendations on documentation submitted to nominate properties to the National Register of Historic Places for adherence to scholarly documentation standards and to the specific federal and state requirements for the National Register of Historic Places program.
	NC	E	Prepares National Register of Historic Places 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.

	N	E	Assists with the administration of the National Register of Historic Places Program.
10%			Provide subject-matter and administrative expertise in support of federal and state programs: Under the direction of the supervisor or appropriate staff member, provide subject-matter expertise in support of assigned state and federal programs described in this document.
	NC	E	Directs the work of staff identified by the supervisor to support the assigned programs in coordination with the lead worker and supervisor.
	NC	E	Identifies opportunities to improve processes and service and coordinates and works with management and assigned staff to implement changes.
	NC	E	Makes recommendations to the supervisor regarding carrying out OPRD's mission and plans, accomplishing the Heritage Division's goals stated in the Oregon Historic Preservation Plan and Heritage Plan, coordinating work across units in the Heritage Division, and outreach to diverse and under-represented communities.
	NC	E	Creates and carries out work plans to support the goals of the agency and Division in coordination with the supervisor and lead worker.
	NC	E	Provides in-person training and develops training materials for Heritage Division staff, professionals, and the general public specific to the needs of each group as identified in coordination with the supervisor.
	NC	E	Creates and maintains educational and informative materials in various digital and print formats and provides presentations for various audiences and purposes to promote the use of the Division's programs and ensure their efficient administration in coordination with management and assigned staff.
	NC	E	Makes recommendations to the supervisor regarding necessary changes to Oregon Revised Statutes and Oregon Administrative Rules for the administration of federal and state programs and serves as staff to support these processes.
	NC	E	Creates and maintains desk procedures in compliance with all applicable federal and state laws and rules and guidance, State of Oregon and OPRD policies, and OPRD and Heritage Division practices.
	NC	E	Prepares reports and statistical analysis for required state and federal reports, legislative and public inquiries, and for use by management.
	NC	E	Seeks professional development opportunities in coordination with the supervisor relevant to assigned duties.
5%			Other duties as assigned: Completes the following tasks on an episodic or as assigned basis in support of Heritage Division programs.
	NC	E	Performs other duties and completes special projects as assigned that provide support for OPRD and the Heritage Division.
	NC	NE	Assists with the administration of the Grant Agreement and Covenant program.
	NC	NE	Assists with the administration of State and Federal Grant Program
	NC	NE	Assists with the administration of the Certified Local Government Program.
	NC	NE	Assists with the administration of the Compliance Program.
	NC	NE	Assists with the administration of the Federal and State Tax incentive programs.
			Commitment to healthy and diverse work environment:
	N	E	Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons with dignity and respect. Engage in effective team participation through a willingness to assist and support co-workers, supervisors, and other work-related stakeholders. Develop collaborative working relationships with division and agency staff and supervisors through active participation in accomplishing

			<p>group projects and identifying and resolving problems constructively. Demonstrate openness to constructive criticism and suggestions to strengthen work performance. Contribute intentionally to a positive, respectful, and productive work atmosphere. Foster and promote the importance and value of a diverse, discrimination and harassment-free workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity-related efforts to diversify the workforce. Regular attendance is required to meet this job's demands and provide necessary services.</p>
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SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Work is primarily performed in an office setting. Work station may be at an OPRD or State of Oregon-owned, rented, or leased facility or at another off-site location approved by management. Teleworking is permitted with permission of management and under the provisions of applicable State of Oregon and OPRD agency policies and practices and the SEIU collective bargaining agreement.

Sits or stands for long periods. Needs adequate vision and hearing, manual dexterity, communication, and motor skills to perform the position's duties. Operates office equipment and computers requiring repetitive use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. Required to attend meetings or perform duties outside of regular office hours. Moves throughout facilities and grounds and may drive a motor vehicle.

Travels to off-site locations for day or multiple-day overnight training, meetings, and events using state vehicles, including cars and multi-passenger vans. May be responsible for transporting other employees and volunteers. Visits sites for consultation or monitoring projects outside the office. Overnight travel is required. During fieldwork, walks through construction sites and buildings in various states of repair, over rough, uneven, and slippery terrain or paved surfaces, and distances up to 5 miles while carrying the necessary equipment. Bends, stoops, crouches, kneels, crawls, climbs, twists, pushes and pulls during fieldwork assignments. Possibility of exposure to various environmental and chemical allergens and odors standard to the area of work. Possibility of exposure to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices, and procedures. Performs duties of the position with or without reasonable accommodation.

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.

All applicable federal cultural resource laws and regulations, including, but not limited to, the 1966 National Historic Preservation Act, as amended and associated Code of Federal Regulations (CFR), especially 36 CFR 60, 36 CFR 67, and 36 CFR 800; the Secretary of the Interior's Standards for the Treatment of Historic Properties maintained by the federal National Park Service; National Park Service bulletins and guidelines published to carry out the requirements of federal programs; various bulletins and guidelines provided by the Advisory Council on Historic Preservation; Oregon Revised Statute (ORS) for the statewide program for the Special Assessment of Historic Properties, ORS 358.475 through 358.565, and associated Oregon Administrative Rule (OAR) 150-358-0500; ORS 192.354, Public records exempt from disclosure; Oregon Administrative Rules for the National Register of Historic Places program, OAR 736-50-200 through OAR 736-050-0270; ORS 358.653, Statewide Planning Goal 5, Historic Resources

(OAR) 660-023-0200 and Oregon’s state statute for the protection of government-owned historic resources. Heritage Division professional guidelines and standards, including “Historic Resource Surveys in Oregon” and “Preparing National Register Nominations in Oregon.” State and OPRD policy and procedure manuals and desk manual of step-by-step procedures prepared by this position. SEIU collective bargaining agreement. Current OPRD mission statement, planning documents, and the Heritage Division’s Oregon Preservation Plan and Oregon Heritage Plan.

b. How are these guidelines used?

This position uses professional knowledge and experience to apply state and federal laws and associated administrative rules and established written Oregon State policies, practices, and guidance documents to make recommendations to tribal governments, federal, state, and local government elected and appointed officials and staff, State of Oregon, OPRD, Heritage Division, and workgroups regarding the identification, recordation, and evaluation of historic properties; determine the completeness and accuracy of submitted records; and to assess the eligibility of properties for listing in the National Register of Historic Places. This position uses state law and associated administrative rules and established written Oregon State policies, practices, and guidance documents to administer state information management systems and carry out the legal dissemination of public records.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Tribal, federal, state, and local government agency cultural resource staff and private cultural resource professionals	In person / phone / teleconference / written correspondence / E-mail	Makes recommendations regarding the identification, recordation, and evaluation of historic properties; responds to questions concerning agency findings and practices; provides information and explains program requirements; provides technical assistance; disseminates records as requested under applicable state and federal laws.	Daily
Building industry professionals and general public	In person / phone / teleconference / written correspondence / E-mail	Makes recommendations regarding the identification, recordation, and evaluation of historic properties; responds to questions regarding agency findings and practices; and provides information and explains program requirements.	Weekly
Federal, tribal, state, and local government elected and appointed officials	In person / phone / teleconference / written correspondence / E-mail	Makes recommendations regarding the identification, recordation, and evaluation of historic properties; responds to questions regarding agency findings and practices; and provides information and explains program requirements.	Monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position determines the completeness and accuracy of records for historic properties in compliance with federal and state laws, guidance, and professional best practices. Tribal governments, federal, state, and local agencies, and the general public use these records for planning, educational, development, regulatory, and other uses, and depend on their accuracy. This position regularly makes professional decisions on regarding design, standards, and maintenance of the Geographic Information System (GIS) for historic properties and other state-wide databases. These decisions impact the utility of and access to these informational resources as professional tools for Heritage Division staff, Tribal governments, federal and state agencies, local governments, and private professionals as they carry out work under applicable federal, state, and local cultural resource laws. This position may recommend that supervisor withdraw OPRD and the Heritage Division from inter-agency data-sharing agreements.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Associate Deputy State Historic Preservation Officer, PEM E	4701040	Reviews select work products and completion of goals.	On-going basis, with formal annual performance evaluation	Ensure quality and accuracy consistent with applicable federal and state laws, state and agency and Division polices, practices, and goals.
State Archaeologist, Natural Resource Specialist 5 (Lead Worker)	4701051	Reviews regular work products and projects and provides constructive feedback and guidance. Provides assessments to supervisor.	On-going basis and as needed for specific projects.	Ensure quality and accuracy consistent with applicable federal and state laws, state and agency and Division polices, practices, and goals.
National Register Program Administrator II	4701020	Reviews regular work products and projects and provides constructive feedback and guidance. Provides assessments to supervisor.	On-going basis and as needed for specific projects.	Ensure quality and accuracy consistent with applicable federal and state laws, state and Agency and Division polices, practices, and goals.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- Plan work Coordinates schedules

- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards

- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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

Must meet the following special requirements:

- Have a criminal history background check that meets OPRD criteria.
- Have a driving record meeting OPRD standards and a valid driver's license at the time of hire and throughout employment.
- Have a bachelor's degree in architectural history, history, historic preservation, or a closely related field.
- Meet the minimum Secretary of the Interior's Historic Preservation professional qualification standards, including:
 - A graduate degree in architectural history, history, art history, historic preservation, or closely related field; or a bachelor's degree in architectural history, history, art history, historic preservation, or closely related field plus one of the following:
 - 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
 - Substantial contribution through research and publication to the body of scholarly knowledge in the field of American history or architectural history; and,
 - 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.

The person in this position must have:

- A professional attitude, first-rate customer service ethic, and knowledge of Heritage Division programs.
- Skill in interpreting and applying the provisions of federal and state laws and associated administrative rules, policies, and best professional and office practices to complex projects; the administration of federal and state programs; completion of necessary documentation; and review of development projects, including, but not limited to, the National Historic Preservation Act of 1966, as amended, and associated Code of Federal Regulations (CFR); Oregon Revised Statutes (ORS), including ORS 97.740 through ORS 97.760, Indian Graves and Protected Objects; ORS 192.354, Public records Exempt from Disclosure; ORS 358.653, Conservation Program, Leases; ORS 358.905 through ORS 358.961, Archaeological Objects and Sites; and ORS 390.235, Permits and Conditions for Excavation and Removal of Archaeological or Historical Material, and associated implementing regulations Oregon Administrative Rule (OAR) 736-051-0000 through OAR 736-051-0090.
- Skill determining the completeness, sufficiency, reliability, and relevance of historic records and data under applicable federal and state cultural resource laws, policies, practices, and guidelines.
- Skill in clearly communicating the meaning and application of complex federal and state laws and cultural resource management principles and ideas in writing and orally to the public, professionals, and government officials in small and large groups in formal and informal settings and utilizing various communication platforms and methods.
- Skill in developing and implementing goals and work plans independently and within work groups.

- Academic and applied field experience in identifying, recording, and evaluating historic properties in the Pacific Northwest.
- Demonstrated academic and practical knowledge of historic architecture and building materials and technologies.
- Skill in planning and completing reconnaissance and intensive level historic property surveys.
- Skill in reading technical documents, including professional architectural drawings, building, site, and project plans, and reports.
- Attention to detail and meticulous record maintenance.
- Skill in using software used to create GIS databases and manage data management systems, including Microsoft Access, Adobe Reader, and Adobe Pro
- Skill in creating, managing, and maintaining GIS-based information systems.
- Skill in applying the National Register of Historic Places criteria to evaluate historic properties.
- Skill in reviewing and commenting on the completeness of nominations to the federal National Register of Historic Places on federal form 10-900 using applicable federal laws, rules, and guidance documents.
- Skill in completing successful nominations to the federal National Register of Historic Places using the federal form 10-900 using applicable federal laws, rules, and guidance documents to complete the form and nomination process.
- Skill in developing and implementing goals and work plans independently and within work groups.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
NA		

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".