

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PRESERVATION ARCHITECT
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional architectural positions within the Wisconsin Historical Society (WHS). This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification specification encompasses positions providing professional architectural duties and expertise for the WHS. These positions administer the incentive program for the rehabilitation of historic buildings; administer grants for properties listed in the National Register of Historic Places; consult and advise on appropriateness of architectural treatment; conduct analysis of inspections; and provide consultation. Positions allocated to this classification perform duties that are professional in nature as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the statutory definition of management or supervisor as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not require that the incumbent perform a majority of professional architectural duties and be a professional architect by background and training for the successful performance of the tasks assigned to the position.
3. Positions which are located outside of the Wisconsin Historical Society.

4. Positions which spend a majority of their time reviewing professional architectural services relating to developing building designs and reviewing consultant's work not related to historic buildings and are more appropriately classified as the Architect class series.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification by competition. Progression through the series to the senior level will occur through reclassification. Progression to the advanced level will occur through competition.

E. Definition of Terms Used in This Classification Specification and Representative Program Areas

Section A, Levels, describes the appropriate placement of an employee based upon the specific level of abilities required of the position, and the amount of supervision received for the majority of time within the specific professional architect program area.

Section B, Functional Work Activities, describes the full range of duties performed at the objective level. [Senior Level is the level an employee can reasonably expect to obtain if he/she performs the full range of functional work activities.]

Employees may also perform the following types of duties, but they are usually performed at the Senior or Advanced levels:

1. Lead worker: An employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the employee's work unit as assigned and documented on the work unit's organization chart. Lead workers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.
2. Objective level: That classification level, within a classification progression series, that any employee could reasonably be expected to achieve with satisfactory performance of increasingly complex duties and/or the attainment of specified training, education, or experience.
3. Program Leader: An employee who is the technical expert for a specific area(s) and who may have some oversight to assure uniformity within a specific engineering program area(s).
4. Project Leader: An employee who has the responsibility for coordinating the work of another professional architect(s) when a project requires two or more architects for completion and which may also include other technical and professional employees. This function would last only as long as the project. An employee can be a project leader and a team member for another project nonstate, or contract engineers and related staff.

II. DEFINITIONS

PRESERVATION ARCHITECT

Positions work under close progressing to limited supervision. Architectural and preservation principles and practices have been learned prior to entrance to this classification series. The emphasis is in developing skills in working with and/or understanding the program, state systems, user group(s) and the mechanics of the program; and developing an understanding and applying the statutes, rules, regulations, administrative code and standards required in the program area. Initial work assignments are well defined and short term in duration. Over time the work assignments become long term or short term with the employee expected to exercise independent judgment in determining specifics and priorities, as the objectives are progressively less clear. The positions may be in contact with outside consultants or engineers and may have assignments which cross program lines depending on where the individual employ's performance level is determined. The supervisor reviews the work to determine the completeness or accuracy and adherence to policy.

PRESERVATION ARCHITECT-SENIOR

Positions work under general supervision. This level is the objective level and the work assignments the employee is expected to complete include the full range and scope of their specific program duties. The majority of the assignments are complex. Positions at this level have extensive authority in carrying out their assigned responsibilities involving independently implementing the assigned responsibilities. The work at this level requires a high degree of interpretation and creativity in evaluating engineering aspects of new technologies. Positions at this level make decisions independent of supervisory oversight, with the work being reviewed after the decisions have been made.

PRESERVATION ARCHITECT-ADVANCED

Positions at this level function as the primary architect for a specific aspect of a department program or function as a program architect within an assigned geographic area. Architect positions at this level perform the most complex, difficult, and advanced architectural work which includes multi- and cross-program issues, which often include policy-making responsibilities. Employees at this level have architect responsibilities which require continually high level contacts with public and private officials and architect/architectural consultants on highly sensitive and complex architectural reviews. The architect knowledge at this level includes a broader combination than found at the senior level. Assignments are broad in scope and continually require the incumbent to use independent judgment in making professional architect decisions. Positions at this level make independent decisions and perform work in response to program needs as interpreted by the employee with the work being reviewed after the decisions have been made.

Functional Work Activities

Historic Preservation Architectural Program: Apply advanced architectural theory and principles and architectural history practices and principles to a variety of program management and administrative duties in carrying out the WHS historic preservation mission. Administer federal and state tax incentive programs for the rehabilitation of historic buildings in Wisconsin. Administer federal development sub grants from grants issued to the WHS by the National Park Service for properties listed in the National Register of Historic Places properties. Consult on projects subject to WHS covenants or to state and federal preservation laws for the appropriateness of architectural treatments. Conduct public seminars or hearings. Negotiate with and advise property owners, contractors and rehabilitation specialists on proper materials or practices in keeping with federal and state guidelines, codes and policy. Collaborate with other state agency staff and private sector architects, building inspectors or consultants for compliance to or obtaining variances to codes. Develop specifications. Conduct analysis of grant applications, on-site inspection and documentation of projects. Certify completed projects.

III. QUALIFICATIONS

Positions included in this series have duties and responsibilities of such a nature that it is required by state or federal funding that the incumbent meet either the state qualifications for an Architect as defined in Department of Regulation and Licensing per s. 443.01, Wis. Stats. Or the federal qualifications for a Historical Architect which are described in Title 36, Code of Federal Regulations, Part 61, Appendix A.

The qualifications required for these positions will be determined on a position-by-position basis at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, the primary funding source for the position allocation and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skill required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective October 12, 1997, and announced in Bulletin CC/SC-74 to describe positions which perform Preservation Architectural work at the State Historical Society. The creation of this classification series resulted from the Governor's Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Preservation Architect classification series (class codes 26011 through 22605).

This classification series was modified on November 9, 2008 and announced in Bulletin OSER -0231-MRS/SC to modify the qualifications section to include the federal qualifications required for allocations funded through federal grants.

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