

Effective Date: April 9, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

HISTORIC PRESERVATION SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future positions which perform professional historic preservation functions. 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 definition 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 encompasses professional positions found at the State Historical Society. Positions allocated to this classification are responsible for the provision of service and consultation for local historic societies, federal agencies, private citizens and municipalities on historic preservation matters. The work includes the identification of properties of significance in Wisconsin history; the registration in local, state, and/or national historic registers of relevant materials; provision of training to private professional consultants and constituents about historic preservation methodologies; and the restoration, protection, and preservation of significant buildings, sites, objects, and structures; etc.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which, for a majority time (i.e., more than 50%), perform professional archivist duties in selecting, preserving, and providing access to historical records and are more appropriately classified as Archivist.
2. Positions which, for a majority time (i.e., more than 50%), perform professional curator duties in refining, preserving, arranging, interpreting and exhibiting collections and are more appropriately classified as Curator.
3. Positions which, for a majority time (i.e., more than 50%), are responsible for duties such as: planning, designing and executing archeological field research or survey and are more appropriately classified as Archeologist.

4. Positions which, for a majority time (i.e., more than 50%), function as consultants regarding the usage, preservation, research, exhibition, educational presentation, and interpretation of Wisconsin historical collections and are more appropriately classified as Historical Collections Consultant.

5. Positions which meet the statutory definitions of supervisor or management positions as defined in Wis. Stats. 111.81 (19) and (13) as administered and interpreted by the Wisconsin Employment Commission.

6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter this classification by competitive examination.

II. DEFINITIONS

HISTORIC PRESERVATION SPECIALIST

This classification is intended for positions performing historic preservation work at the State Historical Society. Positions allocated to this classification are responsible for identifying and nominating properties to the National and Wisconsin Registers of Historic Places; training consultants, public officials and the general public in historic preservation matters; presenting workshops; public speaking; conducting research; and analyzing blueprints, maps, and other descriptive materials. These positions may also administer distinct programs, grants, or specialized research projects. Additionally, the work may involve program planning, grant writing, working with boards, liaison with other professionals, conducting peer reviews of reports, publication writing, designing and evaluating databases. Work may also include participating in the hiring of and independently directing volunteers, student workers, and limited term employees (LTE). Employees in this class may work directly and frequently with other professionals, consultants, government officials, property owners, and constituents and will have limited legislative contact. The employee may also have lead worker duties or may guide and direct a staff of volunteers, student workers, and limited term employees. Positions allocated to this classification specialize in one or more of the following disciplines: history, archeology, historic archeology, architectural history, or historic architecture. Work is performed under general supervision under a Bureau Chief or Division Administrator.

III. QUALIFICATIONS

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

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April 9, 2000, and announced in Bulletin CLR/SC-110 to describe positions which perform professional historic preservation duties within the State Historic Society. The creation of this classification resulted by collapsing Historic Preservation Specialist and Historic Preservation Specialist-Senior which were abolished effective April 9, 2000, and announced in Bulletin CLR/SC-110.