

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

HISTORIC PRESERVATION SUPERVISOR

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 performing professional historic preservation management activities in the State Historical Society. These professional supervisory positions commit agency resources, develop statewide policy, and administer agency collection policy. These positions are also responsible for directing the activities of the professional and paraprofessional staff in the operation of the state's historic preservation program. 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions which administer and direct professional historic preservation specialists and other related staff in providing services, technical assistance, and consultation on program or grant administration. Positions assigned to this classification perform the full range of supervisory duties as defined in Wis. Stats. 111.81(19).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions responsible for activities performed outside of the Office of Local History, State Historical Society.
2. Positions that do not meet the definition of supervisor as defined in Wis. Stats. 111.81(19).
3. Positions that spend the majority of their time supervising positions that perform professional archivist duties in selecting, preserving, and providing access to historical records and are more appropriately classified as Archival Supervisors.
4. Positions that spend the majority of their time supervising positions that perform professional curator duties in refining, preserving, arranging, interpreting, and exhibiting collections and are more appropriately classified as Curatorial Supervisors.

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

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

HISTORIC PRESERVATION SUPERVISOR

Employees in this classification perform supervisory and program management work, ranging from the most routine to the most advanced, within the State Historical Society. Services provided may include: researching, documenting, training, registering, and assisting in the preservation of historically significant buildings, sites, districts, objects and structures. In addition to historic preservation activities, this work includes administrative and supervisory work involving the development and management of grants and programs with statewide or national implications. These positions may also develop and implement program policies and procedures.

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 March 12, 2000 and announced in Bulletin CLR/SC-109. This classification replaced the Historic Preservation Supervisor 1 & 2 classification series, which was collapsed into this single-level classification in order to accommodate implementation of the expansion of the broad band pay structure, also effective on that date.

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