



pennsylvania

# Commonwealth of Pennsylvania National Register Reviewer (Historic Preservation Specialist)

<b>SALARY</b>	\$54,181.00 - \$82,387.00 Annually	<b>LOCATION</b>	Dauphin County, PA
<b>JOB TYPE</b>	Non-Civil Service Permanent Full-time	<b>JOB NUMBER</b>	N-2024-77887
<b>DEPARTMENT</b>	Historical & Museum Commission	<b>DIVISION</b>	HM St Hstrc Prsvn Off
<b>OPENING DATE</b>	03/08/2024	<b>CLOSING DATE</b>	3/28/2024 11:59 PM Eastern
<b>JOB CODE</b>	26540	<b>POSITION NUMBER</b>	00172470
<b>UNION</b>	FOSCEP	<b>BARGAINING UNIT</b>	C4
<b>PAY GROUP</b>	ST07	<b>BUREAU / DIVISION CODE</b>	0600
<b>BUREAU / DIVISION</b>	State Historic Preservation Office	<b>WORKSITE ADDRESS</b>	400 North Street
<b>WORKSITE ADDRESS</b>	Keystone Building, Floor 2	<b>CITY</b>	Harrisburg, Pennsylvania
<b>ZIP CODE</b>	17120	<b>CONTACT NAME</b>	MegAnn Carey
<b>CONTACT PHONE</b>	717.772.2839	<b>CONTACT EMAIL</b>	mecarey@pa.gov

## THE POSITION

Are you a highly skilled historic preservationist with National Register knowledge and experience? The Pennsylvania State Historic Preservation Office (PA SHPO) is seeking a Historic Preservation Specialist to work as a National Register reviewer, focused on assisting the public with determinations of eligibility and National Register nominations. Join us in preserving the treasured history of Pennsylvania.



## DESCRIPTION OF WORK

The PA SHPO uses its resources to educate, encourage and enable Pennsylvanians to value and preserve Pennsylvania's history and culture. Our dedicated team of preservationists, historians, and archaeologists work with Pennsylvania's historic

communities to achieve positive preservation outcomes. Our role is to identify, promote, and protect the architectural and archaeological resources of the commonwealth.

The Historic Preservation Specialist will be responsible for National Register of Historic Places nomination reviews, determinations of eligibility for the Register, and updating data in the PA-SHARE system for eligible and listed properties.

Additional details regarding the duties of this position may be found in the [position description](#).

#### **Work Schedule and Additional Information:**

- Full-time employment.
- Work hours are 8:30 am to 5:00 pm, Monday - Friday, with 60-minute lunch.
- **Telework:** You will have the opportunity to work from home (telework) part-time, up to 3 days a week. Specific days will be determined by bureau directors according to bureau needs. In order to telework, you must have a securely configured high-speed internet connection. If you are unable to telework, you will have the option to report to the headquarters office in Harrisburg.
- **Salary:** In some cases, the starting salary may be non-negotiable.
- You will receive further communication regarding this position via email. Check your email, including spam/junk folders, for these notices.

## **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY**

### **QUALIFICATIONS**

#### **Minimum Experience and Training Requirements:**

- Two or more years of experience working on an architectural survey, an architectural restoration and preservation project or program, and a bachelor's degree in architectural history, American history, art history or course work in Pennsylvania history; or
- Any equivalent combination of experience and training.

#### **Additional Requirements:**

- Meet or exceed the Secretary of the Interior's Professional Qualification Standards.
- The minimum education and experience required to meet these standards can be found by clicking [here](#).
- At least two years of experience writing National Register of Historic Places nominations, and/or demonstrable experience with nomination development, nomination review and editing, and successful interactions with staff, boards, and federal agencies.
- At least two years of experience interpreting and applying National Park Service guidance and criteria for evaluating archaeological and/or above ground properties for National Register of Historic Places eligibility and listing.
- At least one year of experience in conducting surveys of historic resources.
- You must be able to perform essential job functions.

#### **Preferred Qualifications (not required):**

- Experience working with a team of individuals and independently.
- Experience using technology and software applications to manage historic resource data, workflows, and workload.
- Experience in developing and implementing public outreach programs, conducting preservation education, and public speaking.
- Excellent computer and word processing skills using MS Office products and data management systems such as the SHPO's PA-SHARE.
- This job is headquartered in Harrisburg, Pennsylvania. Must be willing and able to work in Harrisburg, Pennsylvania, when necessary.
- Experience coordinating and conducting site visits and meetings to advise and assist partners.

#### **How to Apply:**

- Resumes, cover letters, and similar documents will not be reviewed, and the information contained therein will not be considered for the purposes of determining your eligibility for the position. Information to support your eligibility for the position must be provided on the application (i.e., relevant, detailed experience/education).

- If you are claiming education in your answers to the supplemental application questions, you must attach a copy of your college transcripts for your claim to be accepted toward meeting the minimum requirements. Unofficial transcripts are acceptable.
- Your application must be submitted by the posting closing date. Late applications and other required materials will not be accepted.
- **Failure to comply with the above application requirements may eliminate you from consideration for this position.**

**Veterans:**

- Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go to [www.employment.pa.gov/Additional%20Info/Pages/default.aspx](http://www.employment.pa.gov/Additional%20Info/Pages/default.aspx) and click the Veterans' Preference tab or contact us at [ra-cs-vetpreference@pa.gov](mailto:ra-cs-vetpreference@pa.gov).

**Telecommunications Relay Service (TRS):**

- 711 (hearing and speech disabilities or other individuals).

If you are contacted for an interview and need accommodations due to a disability, please discuss your request for accommodations with the interviewer in advance of your interview date.

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.

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**Agency**

Commonwealth of Pennsylvania

**Address**

613 North Street

Harrisburg, Pennsylvania, 17120

**Website**

<http://www.employment.pa.gov>

**National Register Reviewer (Historic Preservation Specialist) Supplemental Questionnaire**

**\*QUESTION 1**

**How many years of full-time experience do you possess working on an architectural survey or an architectural restoration and preservation project or program?**

- 2 years or more
- 1 but less than 2 years
- Less than 1 year
- None

**\*QUESTION 2**

If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

**\*QUESTION 3**

How much graduate coursework have you completed in Prehistoric Archaeology, Historic Archaeology, Architectural History, Historic Landscape Architecture, Historic Preservation Planning, or Historic Preservation? If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add a transcript(s) to the application after it has been submitted.

If your education was acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit

<https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3> and click on Other Information.

- 30 credits or more
- Less than 30 credits
- None

**\*QUESTION 4**

**Additional Requirement - Do you meet or exceed the Secretary of the Interior's Professional Qualification Standards? The minimum education and experience required to meet these standards can be found by through the following link:**

<https://www.nps.gov/articles/sec-standards-prof-quals.htm>

- Yes
- No

**\*QUESTION 5**

If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

**\*QUESTION 6**

**Additional Requirement - Do you possess two or more years of experience writing National Register of Historic Places nominations, and/or demonstrable experience with nomination development, nomination review and editing, and successful interactions with staff, boards, and federal agencies?**

- Yes
- No

**\*QUESTION 7**

If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

**\*QUESTION 8**

**Additional Requirement - Do you possess two or more years of experience interpreting and applying National Park Service (NPS) guidance and criteria for evaluating archaeological and/or above ground properties for National Register of Historic Places eligibility and listing?**

- Yes  
 No

**\*QUESTION 9**

If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

**\*QUESTION 10**

**Additional Requirement - Do you have one or more years of experience in conducting surveys of historic resources?**

- Yes  
 No

**\*QUESTION 11**

If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

**\*QUESTION 12**

**Preferred criteria - Do you possess experience working with a team of individuals and independently?**

- Yes  
 No

**\*QUESTION 13**

**Preferred criteria - Do you possess experience using technology and software applications to manage historic resource data, workflows, and workload?**

- Yes  
 No

**\*QUESTION 14**

**Preferred criteria - Do you have experience in developing and implementing public outreach programs, conducting preservation education, and public speaking?**

- Yes  
 No

**\*QUESTION 15**

**Preferred criteria - Do you have excellent computer and word processing skills using MS Office products and data management systems such as the SHPO's PA-SHARE?**

- Yes  
 No

**\*QUESTION 16**

**Preferred criteria -This job is headquartered in Harrisburg, Pennsylvania. Are you willing and able to work in Harrisburg, Pennsylvania, when necessary??**

- Yes
- No

**\*QUESTION 17**

**Preferred criteria -What is your highest level of education?**

- Master's degree (or greater)
- Bachelor's degree
- Associate degree
- Some college
- High school diploma (or equivalent)
- Other
- None

**\*QUESTION 18**

**Preferred criteria - If you have a degree, is your degree in one of the following majors or fields?**

- Architectural History
- American History
- Archaeology
- A closely related field
- Another field
- I do not have a degree

**\*QUESTION 19**

**Preferred criteria - If you answered "a closely related field" or "another field" in the previous question, in what field is your degree?**

**\*QUESTION 20**

**Preferred criteria - Do you have experience coordinating and conducting site visits and meetings to advise and assist partners?**

- Yes
- No

**\*QUESTION 21**

**If you answered 'yes' to the previous question, please briefly describe how you have gained this experience coordinating and conducting site visits and meetings to advise and assist partners.**

**\*QUESTION 22**

**Preferred criteria - Indicate if you have experience and/or expertise in the following areas/abilities: (check all that apply)**

- Applying National Register criteria/determining significance and integrity of historic resources
- Writing National Register nominations

- Historic Preservation Planning
- Data Management
- Report Writing
- Public Education
- Public Communication
- None

**\*QUESTION 23**

**Preferred criteria - Which programs do you have technical proficiency for the following personal computer applications:**

**(check all that apply)**

- Office 365
- ArcGIS
- Adobe Acrobat Pro
- None

\* Required Question