



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: March 17, 2020

Title: Classification and Compensation Matters - New Job Classification

Introduction/Background:

A new job classification was requested by the Director of the Office of Sustainability and Conservation that more accurately identifies the duties and responsibilities of an employee who oversees the development and management of County historic preservation sites and cultural resource programs.

Discussion:

The new classification would enable the department to more accurately define the role of Cultural Resources and Historic Site preservation in order to recruit highly qualified candidates for the position that would bring long term retention and also make the duties and responsibilities clearer to applicants and current employees. Having the job classification in the unclassified service will provide greater flexibility in recruiting the caliber of candidates needed to fill the position.

Conclusion:

The proposed Cultural Resources Manager - Unclassified job classification will provide a more accurate description of the work assigned to the position within the Office of Sustainability and Conservation and the qualifications desired to be successful in this position.

Recommendation:

It is recommended the following job classification be approved for use within the County's classification system: Class Code 7522, Class Title Cultural Resources Manager - Unclassified, Salary Grade U3, Salary Range \$55,182 - \$125,590, EEO Code 2 (Professionals), FLSA Code Exempt (Not Paid Overtime).

Fiscal Impact:

The creation of this new classification has no immediate cost impact to the County as any additional costs incurred in hiring a position allocated to this job classification will be borne by the department from within its current budget. Cost impact in future budget years will be planned for by the department through the County's normal budget process.

Board of Supervisor District:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All

Department: Human Resources

Telephone: 724-2732

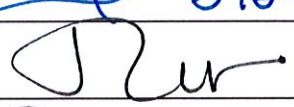
Contact: Colin Smith

Telephone: 724-8111

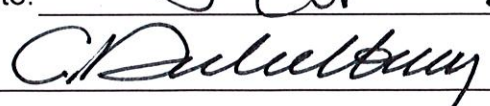
Department Director Signature/Date:

 2/27/2020

Deputy County Administrator Signature/Date:

 2/27/2020

County Administrator Signature/Date:

 2/27/2020

Code: 7522

Title: CULTURAL RESOURCES MANAGER - UNCLASSIFIED

SUMMARY: Develops, implements and manages county-wide comprehensive archaeological and historic site preservation plans, treatment plans and related programs, and represents county archaeological and historic preservation interests in public improvement projects, land use planning and development issues. Cultural resource program areas include cultural resource policy and compliance for public improvement projects, land-use planning and development, management of County archeological and historic site preserves, preservation easements, conservation lands, grant development, administration of professional services contracts, and public information. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Oversees and manages the Cultural Resources and Historic Preservation Division program, budget, personnel and projects;

Provides leadership, technical expertise, and guidance in the conservation, protection, and preservation of the County's cultural and historic heritage and its archaeological and historic sites;

Implements cultural and historic resource related Board-adopted policies and plans;

Provides technical expertise to County departments in developing and implementing site assessments and mitigation plans that are consistent with County policies and programs;

Ensures County projects and departments achieve regulatory compliance with County, federal, and state cultural and historic preservation laws and policies;

Develops, coordinates, implements and manages a comprehensive program and annual work plans for preservation and management of archaeological and historic resources on all County lands that include the inventory, evaluation, and monitoring of cultural resources on County conservation properties and on properties for which the County holds conservation and preservation easements;

Manages and ensures implementation of cultural resources inventory, documentation, investigation, assessment, and mitigation programs for County departments and projects, and participates through Programmatic Agreements, Memorandums of Agreement, Intergovernmental Agreements, with the State Historic Preservation Office , other public agencies and private projects;

Reviews, analyzes and monitors rezoning submittals, development plans, subdivision plats, specific plans and other land development projects and interacts with developers, builders, zoning officials, and law enforcement agencies to assure compliance with applicable archaeological and historic preservation laws, regulations and policies;

Reviews applications for historic landmark and district zoning per the County Zoning Code, and makes recommendations to the Tucson-Pima County Historical Commission, Planning & Zoning Commission, and Development Services;

Procures, negotiates, administers and manages contracts for cultural resources inventories, surveys, assessments, documentation, and mitigation programs for Pima County departments, and for other local governments as requested;

Serves as a liaison with the Arizona State Museum, the State Historic Preservation Office, tribal entities, the City of Tucson, other municipalities and land management agencies and various boards and commissions regarding cultural resources concerns;

Develops and administers grant projects for cultural resources research and inventory projects, historic site and building assessments, documentation and rehabilitation, nominations to the National and Arizona Registers of Historic Places and heritage education projects;

Maintains a current cultural resources site and survey geospatial database and project database;

Develops and presents public information programs, signage, and exhibits;

Obtains annual State Antiquities Permit for Pima County;

Maintains Pima County's designation as a Certified Local Government in historic preservation;

May serve on outside boards and commissions such as the Governor's Archaeology Advisory Commission, and national organizations such as the National Trust for Historic Preservation.

KNOWLEDGE & SKILLS:

Knowledge of:

- southwestern archaeology, anthropology, history, ethnography, and historic preservation;
- county, state and federal statutes and regulations pertaining to the management and preservation of archaeological and historical sites and buildings;
- methods, techniques and practices used to direct archaeological and historic site assessments and mitigation programs;
- development and implementation of conservation programs that preserve and maintain archaeological and historical resources;
- public works project planning, design and construction;
- procurement of professional services, contract development and administration;
- land-use planning policies, planning and zoning, procedures;
- related environmental laws and policies, issues and analysis procedures;
- program management and budget administration;
- public engagement and heritage interpretation;
- database development and maintenance, and geospatial analysis.

Skills in:

- application of statutes, policies, rules, and codes pertaining to cultural resource actions for County projects, land use and development;
- multi-faceted program development that serves the public interest;
- cultural resource identification, evaluation, preservation, and interpretation;
- supervision of staff and professional consultants;
- contract scope, schedule and budget management;
- exercising initiative and using good judgement in planning, development and implementation of cultural resource compliance projects;
- timely response to requested services and assistance;
- establishing and maintaining effective working relationships with public officials, tribes, federal and state agencies, private business, and the greater public;
- effective oral and written communication;
- preparation of manual and automated reports.

DESIRED QUALIFICATIONS:

A graduate degree (M.A. or Ph.D.) from an accredited college or university in archaeology, anthropology, cultural resource management, historic preservation, or a closely related field as defined by the appointing authority at the time of recruitment and five years of experience in cultural resource compliance coordination for public and private sectors.

OTHER REQUIREMENTS:


Licenses and Certificates: All positions requires a valid Class D Arizona driver license at the time of application. Failure to obtain/maintain the required license/certification shall be grounds for termination.

Special Notice: Some positions may require irregular work schedules and/or travel.

Physical Requirements: Some work may be performed outdoors during hot and cold weather, in rugged terrain; to include walking/ hiking in very steep, wet, muddy, rough, uneven or rocky surfaces; position requires physical exertions, such as, bending, crouching and stooping, stretching, reaching, or similar activities.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County
February 2020

Date: December 13, 2019
To: Cathy Bohland, Human Resources Director
From: Linda Mayro, Director 
RE: **New Classification Request: Cultural Resources Manager-Unclassified**

In accordance with Administrative Procedure 23-11, this memo is a request for a new classification and its authorization. Specifically, I request a new unclassified Cultural Resources Manager- UC position. This new unclassified position would replace the current classified Cultural Resources Manager (Class 6130) that was formerly my position.

Because this position has a County-wide function and is unique to the Office of Sustainability and Conservation, it is not used by any other County department, has no incumbent, and remains vacant in the system. I am requesting this change from classified to unclassified to allow the position description to be revised to include expanded duties and responsibilities and to be more accountable for staff performance, program and project outcomes. I have attached a revised position description for your review and consideration that more fully define the duties and responsibilities described below.

Briefly, this new position will oversee the Cultural Resources and Historic Preservation Division and its staff and provide leadership, technical expertise, and guidance in the conservation, protection, and preservation of the County's cultural and historic heritage and its archaeological and historic sites. This position has County-wide responsibilities to:

- Implement cultural and historic resource related Board-adopted policies including the Sonoran Desert Conservation Plan (SDCP) and BOS Policy C 3.17-Protection of Cultural Resources.
- Ensure County projects and departments achieve regulatory compliance with County, federal, and state cultural and historic preservation laws and policies.
- Provide technical assistance to private sector development projects to facilitate compliance with applicable County, federal, and state regulatory requirements.
- Maintain a current cultural resources geospatial database and project database.
- Procure and administer grants to advance cultural and historic heritage preservation.
- Procure and manage professional services contracts on behalf of other County departments for the identification, evaluation and treatment of cultural resources.
- Review and comment on undertakings by federal, state, and other jurisdictions upon request.
- Assist other local jurisdictions as requested with the protection, management, and rehabilitation of historic and cultural resources.
- Serve as liaison to tribal nations regarding the protection or mitigation of impacts to tribal ancestral sites owned and managed by Pima County.
- Inform and educate the community about the region's cultural and historical heritage.
- Obtain necessary annual State Antiquities Permit.
- Maintain Pima County's designation as a Certified Local Government in historic preservation.

I look forward to your favorable consideration of this request and in coordinating its approval through the County Administrator and Board of Supervisors.