



Cultural Resources Job Descriptions and Position Classification Standards

Project # 13-713
and #15-713

Background:

Protecting cultural resources is federal mandated, yet military installations are often frustrated in hiring qualified cultural resources personnel due to gaps and/or inconsistencies in existing Office of Personnel Management (OPM) job classifications and guidelines for relevant personnel. OPM is solely responsible for managing the hiring process for federal workers. In addition, current job classifications do not align with professional qualifications standards outlined by the Secretary of the Interior. Hiring qualified candidates is reported to be especially frustrating for the positions of cultural resources manager (CRM), architectural historian, and historic preservationist.

Objective:

The objective was twofold: (1) to research and develop new job descriptions for architectural historian, cultural resources manager, and historic preservationist technician/specialist, and (2) to review OPM's current job classifications for architectural historians, historic preservationists, and CRMs and then present a plan to improve the hiring process for those positions by recommending changes and additions to job classifications.

Summary of Approach:

The approach first determined the hiring needs within federal agencies for cultural resources personnel, then followed up to assess their current hiring practices. Discussions were then held with agency representatives, which highlighted the need for changes to job classifications as well as additional job descriptions. The OPM hiring process and the Secretary's standards were reviewed before recommending changes.

Benefit:

This work informs the Department of Defense's Strategic Human Capital Management structural review, which is focusing on placing the right people in the right jobs and also relates to the Department of the Interior's review of the gaps in its hiring standards. As a result, this work will increase efficiency in the federal hiring process and offer federal agencies a more comprehensive and suitable choice of job

descriptions and job classifications from which to meet their specific cultural resources management needs. All federal agencies will better be able to hire the best-suited professional to manage their cultural resources.

Accomplishments:

A technical report, Cultural Resources Job Descriptions and Position Classification Standards, was published in November 2018 and made publicly available through the digital repositories of ERDC and DTIC. In addition, three technical notes were submitted to Legacy on different aspects of the project work.

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