

Proposed Cultural Resources Management OPM Occupational Group

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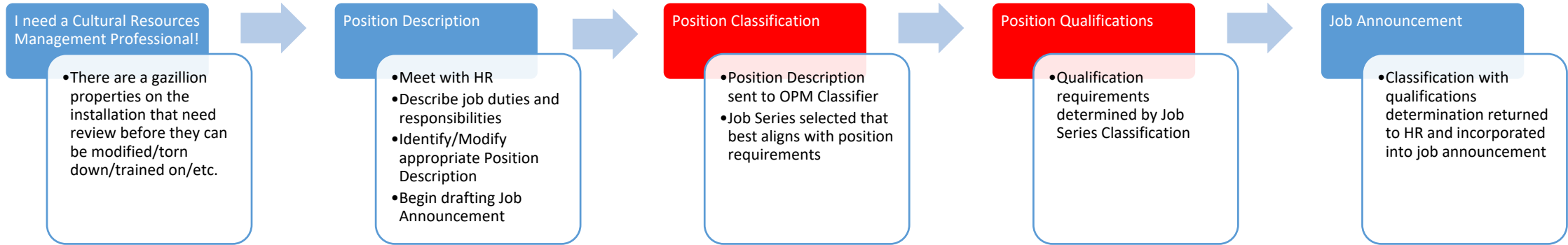
OPM Terminology

- **Position Descriptions**: describe the “major duties, responsibilities, and supervisory relationships of a position,” and can be tailored to the specific needs of an agency
- **Position Classifications**: provide a “system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority level of a job” and are used to determine the appropriate pay system, grade/pay band, occupational series, and official title of a federal position
- **Qualifications**: standards that describe the minimum requirements, such as educational, medical, age, experience, etc., for each job classification series
- **Job Descriptions/Announcements**: describes specifics of the job, including background, education, experience, etc. that is posted to USAJobs.com

Justification and Need

- OPM does not currently have job classifications for architectural historian, historic preservationist, or cultural resources manager (CRM)
- These are some of the most-hired professionals by cultural resource offices at military installations.
- If job classifications and position qualifications do not exist in the OPM system, agencies will struggle to hire personnel who are best qualified for these needed positions.

Justification and Need



- **Community Planning Series**
- **Geography Series**
- **History Series**
- **General Anthropology Series**
- **Archeology Series**
- **General Engineering Series**
- **Landscape Architecture Series**
- **Architecture Series**
- **Civil Engineering Series**
- **Exhibits Specialist Series**
- **Museum Curator Series**
- **Museum Specialist and Technician Series**



NPS Standards and Qualifications

- The *Secretary of the Interior's Professional Qualification Standards* were first published in 1983 (48 FR 44716 *Federal Register*, Vol. 48, No. 190 dated 29 September 1983).
- Initially the *Standards* covered five disciplines: Architecture, Architectural History, Archaeology (Prehistoric or Historic), Historic Architecture, and History.
- The *Standards* were designed to apply to each discipline as it is practiced in historic preservation (i.e., in the identification, evaluation, documentation, registration, and treatment of historic properties).

NPS Standards and Qualifications

- In a 1997 update, the *Standards'* title was changed to *Secretary of the Interior's Historic Preservation Professional Qualification Standards* (62 FR 33708, *Federal Register* Vol. 62, No. 119 dated 20 June 1997).
- Standards for the initial five disciplines were updated and eight new disciplines were added for a total of twelve: Conservation, Cultural Anthropology, Curation, Engineering, Folklore, Historic Landscape Architecture, Historic Preservation Planning, and Historic Preservation.

Existing OPM Position Classifications vs Secretary of the Interior's Standards and Qualifications

OPM Job Series Classifications Used for Cultural Resources Positions

Title	Education Degree Requirements
Archeology Series	Archeology, OR Anthropology
Architecture Series	Architecture; or related field that included 60 semester hours of course work in architecture or related disciplines of which at least (1) 30 semester hours were in architectural design, and (2) 6 semester hours were in each of the following: structural technology, properties of materials and methods of construction, and environmental control systems
Civil Engineering Series	Engineering
Community Planning Series	Community Planning
Exhibits Specialist Series	Illustrative design, commercial art, fine arts, industrial design, architecture, drafting, interior design
General Anthropology Series	Anthropology
General Engineering Series	Engineering
Geography Series	Geography
History Series	History
Landscape Architecture Series	Landscape Architecture or landscape design
Museum Curator Series	Museum work
Museum Specialist and Technician Series	GS-3 positions—any field of study. GS-4 and above—art, history, museum studies, scientific subjects

NPS Recommended Disciplines for Cultural Resources Positions

Title	Education Degree Requirements
Archaeology	Archaeology or Anthropology
Architectural History	Architectural History, Art History or Historic Preservation
Conservation	Conservation
Cultural Anthropology	Anthropology
Curation	background in Museum Studies
Engineering	State government recognized license to practice civil or structural Engineering, plus 2 years' experience in documentation and treatment of historic structures and machines
Folklore	Folklore, Folklife Studies, or Anthropology
Historic Architecture	professional degree in Architecture (or a state license) plus graduate study in architectural preservation, preservation planning or a closely related field or a master's degree
Historic Landscape Architecture	professional degree in Landscape Architecture (or a state license) plus graduate study in architectural preservation, preservation planning or a closely related field or a master's degree
Historic Preservation Planning	Planning
Historic Preservation	Historic Preservation
History	History

Justification and Need

- The job classifications that are currently being used to hire cultural resources personnel are poorly organized within the OPM job series.
- Other fields are better covered by OPM, for example the existing Natural Resources Management and Biological Sciences Group (Series 0400).
- Regrouping cultural resources-related fields to create a new OPM occupational group for Cultural Resources Management will facilitate hiring practices in the DoD and could better match the best-qualified applicants to the job.

Existing OPM Position Classifications for Cultural Resources positions

Series	Title	Year Written	# Non DoD Federal Employees (2015)
Miscellaneous Occupations Group			
0020	Community Planning Series	1973	399
Social Science, Psychology, and Welfare Group			
0150	Geography Series	1963	574
0170	History Series	1962	244
0190	General Anthropology Series	na ¹	131
0193	Archeology Series	1983	957
Engineering and Architecture Group			
0801	General Engineering Series	2008	9,745
0807	Landscape Architecture Series	2008	284
0808	Architecture Series	2008	776
0810	Civil Engineering Series	2008	4,092 ²
Information and Arts Group			
1010	Exhibits Specialist Series	1991	235
1015	Museum Curator Series	1962	336
1016	Museum Specialist and Technician Series	1961	548

¹ There is no job series classification standard published for General Anthropology (0190). According to the OPM website, "If a series is not included in this list, we have not issued a specific classification standard for that series. Documents on the [Classifying White Collar Positions](#) webpage provide series definitions and guidance on classifying positions in series with no published standard."

² Although engineering is defined as a job description under the *Secretary of Interior's Professional Qualification Standards*, it is very rare that an engineer is hired for federal cultural resources work.

OPM Classifications

- Job Classification Formats:
 - Narrative:
 - typical of job series written before 1977
 - most commonly used for existing cultural resources positions
 - Factor Evaluation System (FES):
 - typical in job series written after 1977
 - use “nine factors common to most nonsupervisory positions in the General Schedule” to grade positions
 - used to write comprehensive position classification standard for an entire occupational group
- Job Family Position Classification Standard(JFS)
 - more concise and condensed classification standard
 - eliminates repetition and overlap between closely related job series
 - uses common grading information defined for the occupational group as a whole

Narrative Format

Archeology Series, GS-0193

TS-70 July 1983

Position Classification Standard for Archeology Series, GS-0193

Table of Contents

SERIES DEFINITION.....	2
SERIES COVERAGE	2
BACKGROUND INFORMATION.....	3
EXCLUSIONS	5
QUALIFICATIONS REQUIRED.....	9
AUTHORIZED TITLES	10
GRADING OF POSITIONS.....	10
ARCHEOLOGY SERIES EXPLANATORY MEMORANDUM.....	12
INTRODUCTION	12
SOURCES OF COMMENTS	12
ISSUES RAISED	12

History Series, GS-0170

TS-38 February 1962

Position Classification Standard for History Series, GS-0170

Table of Contents

SERIES DEFINITION.....	2
OCCUPATIONAL INFORMATION	2
DISTINCTIONS FROM RELATED OCCUPATIONS.....	4
Relationship to Museum Curator.....	5
TITLE	5
EVALUATION OF NONSUPERVISORY HISTORIAN POSITIONS	6
NOTES TO USERS OF THIS STANDARD	7
HISTORIAN, GS-0170-05.....	8
HISTORIAN, GS-0170-07.....	8
HISTORIAN, GS-0170-09.....	9
HISTORIAN, GS-0170-11.....	10
HISTORIAN, GS-0170-12.....	12
HISTORIAN, GS-0170-13.....	14
HISTORIAN, GS-0170-14.....	15

JFS Format

SOIL CONSERVATION, 0457		Qualification Standards
SERIES DEFINITION	<p>This series covers positions that manage, supervise, lead, or perform professional, research, or scientific work involving conserving soil, water, and related environmental resources to achieve sound land use.</p> <p>This series requires a functional classification code.</p>	
TITLING	<p>The basic title for this occupation is <i>Soil Conservationist</i>.</p>	
OCCUPATIONAL INFORMATION	<p>Soil and water conservation depend on a harmonious relationship between soil, water, plant, and animal resources. Soil conservation work involves:</p> <ul style="list-style-type: none"> • advising landowners about planned treatment of their property and how treatment can preserve, improve, and protect soil capabilities; • providing assistance to land users through a conservation or water oversight district; • planning terraces, ponds, and earthen dams; • selecting cropping methods to reduce erosion; • designing windbreaks for center pivot irrigation; • developing pasture and hay land conservation plans; • identifying flood plains and aquifers for local government units; • developing conservation measures to reduce pollutants reaching waterways; • persuading landowners to adopt conservation tillage cultivation methods that reduce soil loss, due to wind erosion and reduce energy costs; and • assisting landowners in managing habitats for a variety of wildlife including game, waterfowl, and fish, which also leads to conserving soil and enhancing water quality. <p>• Many soil conservationists directly advise and assist conservation organizations, private land owners, and conservation district members as they deliberate, discuss, plan, and carry out soil and water conservation policies, programs, and local activities.</p> <p>←BACK TO TABLE OF CONTENTS</p>	

TABLE OF CONTENTS

INTRODUCTION	2
COVERAGE.....	2
MODIFICATIONS TO AND CANCELLATIONS OF- OTHER EXISTING OCCUPATIONAL SERIES AND STANDARDS.....	3
PART I – OCCUPATIONAL INFORMATION	5
GENERAL SERIES DETERMINATION GUIDELINES.....	5
CLASSIFYING PROFESSIONAL SCIENTIFIC WORK.....	6
DISTINGUISHING BETWEEN PROFESSIONAL AND TECHNICAL WORK.....	7
OFFICIAL TITLING PROVISIONS.....	8
FUNCTIONAL CLASSIFICATION CODES.....	9
INTRODUCTION TO THE NATURAL RESOURCES MANAGEMENT AND BIOLOGICAL SCIENCES GROUP, 0400.....	10
INFORMATION BY SERIES IN NUMBER ORDER.....	13
OCCUPATIONAL INFORMATION BY SERIES.....	15
GENERAL NATURAL RESOURCES MANAGEMENT AND BIOLOGICAL SCIENCES, 0401.....	15
MICROBIOLOGY, 0403.....	16
PHARMACOLOGY, 0405.....	17
ECOLOGY, 0408.....	18
ZOOLOGY, 0410.....	19
PHYSIOLOGY, 0413.....	20
ENTOMOLOGY, 0414.....	21
TOXICOLOGY, 0415.....	22
BOTANY, 0430.....	23
PLANT PATHOLOGY, 0434.....	24
PLANT PHYSIOLOGY, 0435.....	25
HORTICULTURE, 0437.....	26
GENETICS, 0440.....	27
RANGELAND MANAGEMENT, 0454.....	28
SOIL CONSERVATION, 0457.....	29
FORESTRY, 0460.....	30
SOIL SCIENCE, 0470.....	31
AGRONOMY, 0471.....	32
FISH AND WILDLIFE ADMINISTRATION, 0480.....	33
FISH BIOLOGY, 0482.....	34
WILDLIFE REFUGE MANAGEMENT, 0485.....	35
WILDLIFE BIOLOGY, 0486.....	37
ANIMAL SCIENCE, 0487.....	38
DISTINGUISHING AMONG THE COVERED OCCUPATIONS.....	39
IMPACT OF AUTOMATION.....	39
ADDITIONAL OCCUPATIONAL CONSIDERATIONS.....	40
CROSSWALK TO THE STANDARD OCCUPATIONAL CLASSIFICATION.....	44
PART II – GRADING INFORMATION	46
HOW TO USE THIS GRADING INFORMATION.....	46
POSITION EVALUATION SUMMARY WORKSHEET.....	47
FACTOR LEVEL DESCRIPTIONS.....	48
FACTOR ILLUSTRATIONS.....	73
FACTOR 1 ILLUSTRATIONS.....	73
FACTOR 4 ILLUSTRATIONS.....	85
FACTOR 5 ILLUSTRATIONS.....	90
PART III – EXPLANATORY MATERIAL	94

Proposed CRMG JFS Series Recommendations

Create Cultural Resources Management Group Job Family Position Classification Standard: “This job family series will include all classes of positions the duties of which are to identify, survey, evaluate, conserve, advise on, administer, supervise, or perform research or other professional and scientific work or subordinate technical work in any of the fields of science concerned with cultural resources and historic preservation.”

Series	Title
New	General Cultural Resources Management Series
Move	Archaeology Series
New	Architectural History Series
New	Conservation Series
New	Cultural Anthropology Series
New	Cultural Geography Series
New	Cultural Resources Manager Series
New	Historic Architecture Series
New	Historic Landscape Architecture Series
New	Historic Preservation Series
New	Historic Preservation Planning Series
New	Curation (Archaeological) Series

Proposed CRMG Job Series Recommendations

Job Series/ Discipline	Where Defined [^]	Current OPM Status	Include in CRMG*	Recommendation/Action Required
Archaeology	NPS, OPM	Exists-Well Defined	Yes	Move Series (0100) to new occupation group
Architectural History	NPS	Does Not Exist	Yes	Create new Series—job classification and job descriptions included in this report
Architecture	OPM	Exists-Well Defined	No	None
Civil Engineering	OPM	Exists-Well Defined	No	None
Community Planning	OPM	Exists-Well Defined	No	None
Conservation	NPS	Exists-Not Well Defined	Yes	Create new Series—adapt existing job classification and job description
Cultural Anthropology	NPS	Exists-Not Well Defined	Yes	Create new Series—adapt existing job classification and job description
Cultural Geography	-	Exists-Not Well Defined	Yes	Create new Series—adapt existing job classification and job description
Cultural Resources Manager	-	Does Not Exist	Yes	Create new Series—job classification and job descriptions included in this report
Curation	NPS	Exists-Not Well Defined	Yes	Create new Series—adapt existing job classification and job description
Exhibits Specialist	OPM	Exists-Well Defined	No	None
Folklore	NPS	Does Not Exist	No	None
General Anthropology	OPM	Exists-Well Defined	No	None
General Cultural Resources Management	-	Does Not Exist	Yes	Create new Series—job classification and job description will need to be created
General Engineering	NPS, OPM	Exists-Well Defined	No	None
Geography	OPM	Exists-Well Defined	No	None
Historic Architecture	NPS	Exists-Not Well Defined	Yes	Create new Series—adapt existing job classification and job description
Historic Landscape Architecture	NPS	Exists-Not Well Defined	Yes	Create new Series—adapt existing job classification and job description
Historic Preservation	NPS	Does Not Exist	Yes	Create new Series—job classification and job descriptions included in this report
Historic Preservation Planning	NPS	Exists-Not Well Defined	Yes	Create new Series—adapt existing job classification and job description
History	NPS, OPM	Exists-Well Defined	No	None
Landscape Architecture	OPM	Exists-Well Defined	No	None
Museum Curator	OPM	Exists-Well Defined	No	None
Museum Specialist and Technician	OPM	Exists-Well Defined	No	None

CRMG Job Series Recommendations

- Position classification standards to be moved:
 - Archeology
- Position classification standards to be created:
 - General Cultural Resources Management Series
 - Conservation
 - Cultural Anthropology
 - Cultural Geography
 - Curation
 - Historic Architecture
 - Historic Landscape Architecture
 - Historic Preservation Planning
- Position classification standards proposed in report:
 - Architectural History
 - Historic Preservation
 - Cultural Resources Manager

Existing OPM Occupational Groups

- Currently, OPM has all job series related to natural resources grouped together in a Natural Resources Management and Biological Science Group.
- Currently, a General Cultural Resources Management Series does not exist.

TEMPLATE: Natural Resources Management and Biological Sciences Group

Series	Title	Series	Title
0401	General Natural Resources Management and Biological Sciences Series	0455	Range Technician Series
0403	Microbiology Series	0457	Soil Conservation Series
0404	Biological Science Technician Series	0458	Soil Conservation Technician Series
0408	Ecology Series	0459	Irrigation System Operation Series
0410	Zoology Series	0460	Forestry Series
0413	Physiology Series	0462	Forestry Technician Series
0414	Entomology Series	0470	Soil Science Series
0415	Toxicology Series	0471	Agronomy Series
0421	Plant Protection Technician Series	0480	Fish and Wildlife Administration Series
0430	Botany Series	0482	Fish Biology Series
0435	Plant Physiology Series	0485	Wildlife Refuge Management Series
0437	Horticulture Series	0486	Wildlife Biology Series
0440	Genetics Series	0487	Animal Science Series
0454	Rangeland Management Series	0499	Biological Science Student Trainee Series

Proposed new Occupational Group: Cultural Resources Management Group

- The Natural Resources Management Group can serve as a guide for a proposed Cultural Resources Group.
- This proposed series would cover positions the duties of which are to advise on, administer, manage, supervise, lead, or perform research or other professional and scientific work in one or any combination of the cultural resources management profession when such work is not classifiable in other series of this occupational group.

Proposed new Occupational Group: Cultural Resources Management Group

Series	Title
New	General Cultural Resources Management Series
Move	Archaeology Series
New	Architectural History Series
New	Conservation Series
New	Cultural Anthropology Series
New	Cultural Geography Series
New	Cultural Resources Manager Series
New	Historic Architecture Series
New	Historic Landscape Architecture Series
New	Historic Preservation Series
New	Historic Preservation Planning Series
New	Curation (Archaeological) Series