Historian

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
HISTORIAN I	7315	B17	$42,976 - $64,469
HISTORIAN II	7317	B19	$48,244 - $76,028
HISTORIAN III	7319	B21	$54,278 - $87,046

GENERAL DESCRIPTION

Performs historical research work involving compiling information on people, places, and events of historical interest; composing and editing historical reports, articles, and other publications; analyzing cultural and historical resources for planning purposes; and responding to requests for information related to the history of Texas.

EXAMPLES OF WORK PERFORMED

Conducts historical interviews and research; compiles data on historic people, sites, structures, and events.

Conducts investigations of historic resources for reports and landmark designations.

Conducts workshops and public meetings regarding cultural and historical resources.

Performs research and composes narratives and summaries for historical reports.

Responds to requests for historical information, performs background research, and composes narratives and summaries.

Provides assistance in preserving historical documents and artifacts.

Maintains library files, records, and materials.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between journey and senior levels include the scope of responsibility, complexity of the work performed, the scope and nature of the project, and the employee's related experience, education, and certifications. Employees at the journey levels*

may independently perform the full range of work listed in the examples or may assist others in that work.

HISTORIAN I: Performs routine (journey-level) historical research work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may occasionally receive instruction or assistance as new, unusual or unique situations arise and may assist others in performing work of greater complexity.

HISTORIAN II: Performs complex (journey-level) historical research work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level and may routinely assist other staff in performing work of greater complexity. Employees at this level may:

- Conduct workshops and public meetings; deliver presentations on cultural and historical subjects related to Texas.
- Consult with local historians concerning historical or preservation projects.
- Initiate and coordinate historical programs or projects; direct the work of interns on special projects.
- Prepare technical reports, briefs, or other correspondence.
- Compose, edit, and publish historical reports, articles, and correspondence.
- Participate in the preparation and verification of materials presented for publication.
- Perform historic resource surveys.
- Perform extensive review of projects across the state for historic properties.
- Coordinate cataloging, filing, and record-keeping activities.
- Provide consultative and technical assistance on historical research, activities, and programs to agency staff, governmental agencies, community organizations, consultants, project professionals and the general public.

HISTORIAN III: Performs advanced (senior-level) historical research work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may serve in a lead or supervisory role, perform the full range of work identified within each level, coordinate or oversee that work, and:

- Perform some of the most complex investigations of historic resources to gather data for reports or landmark designations, and analyze and interpret its authenticity and relative significance.
- Initiate and organize special historical programs or projects, including preparation of final reports.
- Plan historical programs or projects, including preservation projects, historical archeological projects, and review and analysis of historic site surveys.
- Compose, edit, and publish historical reports, articles, and correspondence.
- Determine eligibility for state or federal preservation tax credit programs; state conditions for approval and recommendations for approval or denial of projects, historic landmark applications, and historic preservation grant applications.
- Provide information and assistance on historical research and the preservation of historic structures; work with state and federal agencies in cultural resource management and tourism.

- Administer state and federal grant programs.
- Analyze cultural and historical resources for planning purposes.
- Analyze and assess eligibility of structures for state or federal landmark designations.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of the sources, methods, and techniques used in historical research; Texas history; and federal and state preservation programs.
- Skill in the use of a computer and applicable software.
- Ability to perform historical research; to evaluate and correlate source material; and to communicate effectively.

Additional for Historian III level

- Ability to oversee and/or supervise the work of others.