



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### HISTORIAN

Class Title	Class Code	Pay Band	Alt Pay Band*
Historian	F30931	70	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Historians expand on the methods of academic history by emphasizing non-traditional evidence and presentation formats, reframing questions, and in the process creating a distinctive historical practice. They work with archives, museums, public policy organizations, federal, state and county agencies and governments, historical societies, and the general public. Historians practice history both inside and outside of the classroom. Historians foster and facilitate an understanding and appreciation of history through research, education, community outreach and preservation.

### Nature of Work

Study events, ideas, institutions, individuals, places and elements of the built environment and relate their findings to the broad patterns of change and continuity traced from the past to the present. Research and interpret events and places from the earliest periods of recorded time to the present using documents, images, oral history, memories and material culture. Use specialized knowledge to relate their findings to the broad patterns of change and continuity traced from the past to the present. Analyze complex data; write articles, essays, books, reports and communications, etc using various research and empirical methodologies. Educate students, state, federal and county agency employees and the general public on topics related to the history and cultures of New Mexico. May specialize in a particular time period, field, or area of history or material culture.

### Distinguishing Characteristics

*Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Establishes and utilizes standardized work procedures to establish and record historical facts.
- Develops procedures for historic preservation as it relates to historic properties and diverse culture resources.
- Researches and prepares documentation for historical designations. Preparation of reports on the history of state agencies.
- Researches archives and other non-traditional source materials to answer inquiries concerning New Mexico history.

## HISTORIAN

- Conducts surveys of places and the built environment to determine their significance and evaluate their eligibility to the State Register of Cultural Properties.
- Prepares brochures, pamphlets, articles, book reviews, reports and communications on historical topics.
- Presents information to and advises the state's Cultural Properties Review Committee in decisions regarding nominations to the State Register of Cultural Properties.
- Participates in the identification, acquisition, analysis and preservation of cultural resources, historical evidence, and documents.
- Educates students and the general public/private groups about New Mexico history and culture through various forms of programming including lectures, multimedia presentations, and writing projects.
- Appears in court hearings as an expert witness on matters of history and eligibility of cultural resource registers.

### Recommended Experience and Education Standards

A graduate Degree from an accredited college or university with a major in History or related field and two (2) years of experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency.

### Minimum Qualifications

A Bachelors Degree from an accredited college or university with a major in History or related field and three (3) years of experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

#### Knowledge

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**History and Archeology** — Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

#### Skills

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

## HISTORIAN

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Speaking** — Talking to others to convey information effectively.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Instructing** — Teaching others how to do something.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Coordination** — Adjusting actions in relation to others' actions.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA status:** Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 9/20/2011

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*