

# State Archeologist Heritage Scientist Series

## California State Personnel Board Specification

Series established ~~June 7, 1978~~ XXXX

### Scope

~~This State Archeologist series describes three~~ four levels of classes involved in the investigation and protection of archeological and other cultural resources. The classes are used primarily within the California Department of Parks and Recreation, with use in other State departments having archeological resource management programs. These classes are used to perform a broad range of staff, supervisor, and management or direct the performance of work concerning in cultural heritage resource management issues related to, programs; recommend and execute programs to locate, identifying, describe, evaluating, registering, protecting, preserving, treating, and conserving California's heritage resources defined here as the physical evidence or place of past human activity, be it a site, object, structure, or landscape, including natural and manage archeological and ethnographic sites, features of significance to a group of people traditionally associated with it, structures, and materials; conduct or direct field surveys, archeological excavations, and related archival research; provide research data of archeological significance to various programs in State departments; direct the development of employee training programs in California archeological resources; and do other related work. Incumbents in this class series are social science researchers who conduct scientific investigations that focus on human behavior as it relates to all aspects of cultural heritage.

~~Incumbents in these classes plan, organize, direct, coordinate and perform research, studies, investigations, evaluations, and consultations; tasks involving the discovery, collection, identification, classification, evaluation, and preservation of a variety of data, objects, and sites of archeological, historical, and ethnographic interest; survey land for archeological sites; excavate and record subsurface features and artifacts; clean, catalog, and curate objects collected in surveys and excavations; review site records and archeological/ethnographic literature, reports, and other archival material; recommend policy with respect to the preservation, identification, and collection of archeological and ethnographical items; develop, analyze and carry out requirements in heritage preservation and environmental laws, regulations, policies, permits, guidelines, and procedures; prepare and of the form, function, and content of artifacts and features and compare these with those of other regions, sites, and cultures; do research and reference work in the archeology and ethnography of existing and proposed State Park units; record historic buildings and features, and participate in historic structures investigations; develop or coordinate Department cultural resource programs with programs of other departments, educational institutions, archeological groups, museums, and other State, Federal, and local governmental agencies; prepare inventories of existing archeological resources and recommend plans for cultural resource management and disposition; review and evaluate environmental reports and other regulatory documents to determine the effects of proposed activities in heritage and other reports regarding cultural resources. Incumbents plan, implement, execute, and enforce various heritage and related for compliance with environmental laws and regulations and activities. policies; prescribe Incumbents apply scientific methods in the research, identification, evaluation, registration, curation, and treatment activities in the areas of heritage resource project planning, design, development, implementation, and mitigation; and recommend appropriate actions such as conservation, stabilization, rehabilitation, restoration, and reconstruction as it applies to historic properties including heritage sites, districts, buildings, structures, and objects inclusive of Native American sacred sites, traditional cultural landscapes, and tribal cultural resources. Incumbents conduct heritage resource evaluations, analyze research findings, develop historic contexts, establish the significance of the heritage resource, determine the eligibility of a historic property for listing on the California Historical Landmark and Points of Historical Interest, California Register of Historical Resources, National Register of Historic Places, and/or the Native American Heritage Commissions Sacred Lands File. Coordinate, consult with, and/or advise other public agencies, private institutions, and Native American Tribes; measures as necessary; aid in determining statewide needs for cultural resource surveys; provide research data and information on archeological and ethnographic matters to the staff and other agencies; coordinate archeological programs with historical and interpretive programs of various State departments; negotiate contracts for archeological and ethnographic research and reports; maintain communications with~~

~~appropriate groups that are conducting archeological research of consequence to programs of the State of California; direct seasonal and permanent employees; assist in the develop and/or manage project scopes ment of employee training programs; provide administrative and staff support to various task forces and committees; prepare and give talks to interested groups; prepare or assist in the preparation of budgets, schedules and contracts; develop scientific heritage resource programs; participate in trainings; assist and oversee heritage resource damage assessments; coordinate emergency response efforts in the event of disasters to diminish impacts to heritage resources; prepare scholarly and personnel actions; keep necessary records and prepare written reports and publications; present scientific papers at professional meetings; and participate in hearings as required as a subject matter expert. And staff briefings; dictate correspondence.~~

#### State Archeologist Heritage Scientist Series Specification – Class Titles and Codes

Schem Code	Class Code	Class
BU74	2714	<del>Assistant State Archeologist</del> <u>Heritage Scientist</u>
BU75	2809	<del>Associate State Archeologist</del>
BU72	2795	<del>Senior State Archeologist</del> <u>Heritage Scientist (Supervisory)</u>
BU71	7563	<del>Supervisor, Cultural Resources</del> <u>Heritage Program Manager I</u>

## Entry Level

Entry into the series is typically either at the ~~Assistant State Archeologist or Associate State Archeologist~~ level of one of the alternate ranges of the Heritage Scientist depending on education, experience and qualifications of the incumbent.

## Factors Affecting Position Allocation

The level, variety, and complexity of the work assigned; independence of action; degree of interagency, and public and/or Native American tribal contact; degree of supervision exercised or received; ~~degree of technical direction exercised or received;~~ extent of impact on statewide programs; ~~impact of decisions on departmental programs~~ degree to which decisions are sought and accepted by executive management; reporting relationships; consequence of error; scope of program and policy implementation; and administrative responsibility.

## Definition of Series

### ~~Assistant State Archeologist~~ Heritage Scientist

Range A ~~This is the entry, training and first working level of this series. As a trainee, U~~ nder close supervision, incumbents perform a variety of the less responsible and less difficult professional scientific field, laboratory and/or office work. In accordance with detailed instructions and specific standards, incumbents gather data on environmental and cultural resource management issues; perform preliminary heritage resource identifications and analysis, research, complex archeological and ethnographic work, assisting in the preparation of cultural resource inventory documents and in the implementation of management projects; and do other related work.

As knowledge and skills are developed, incumbents develop and organize phases of work related to collection, preservation, and resource management of archeological materials and properties; and conduct site surveys, investigations, and studies of less difficulty; prepare preliminary drafts of reports; prepare drafts of routine correspondence; answer questions of a routine and minor nature from the public; prepare regulatory

and compliance documents and simple and standard project budget and contract bid documents and do other related work. Work at this level is characterized by a reliance on detailed instructions and assistance from lead persons and supervisors in the application of proven techniques and methodologies to assigned work and archeological excavation projects.

Range B is the intermediate working level of the class. Under general supervision, incumbents perform a variety of responsible scientific professional field, laboratory and/or office work. Incumbents gather data on heritage, environmental, and cultural resource management issues; perform heritage resource identifications and analysis, research, surveys, investigations, and studies of average difficulty; write preliminary reports; prepare routine correspondence and answer questions of a routine nature from the public and other governmental entities, agencies, and Native American tribes; prepare regulatory and compliance documents; enforce heritage and other related environmental resource laws and regulations. Work at this level is characterized on proven techniques and methodologies.

## Associate State Archeologist

Range C This is the full journey level of the class. Under general direction, incumbents perform a variety of responsible, professional, scientific field, laboratory and/or office work. Incumbents independently perform complex assigned heritage the more difficult or varied work of archeological investigation and cultural resource management identifications and analysis, research, surveys, investigations, and studies; write final reports; prepare regulatory and compliance documents; enforce heritage and other related environmental resource laws and regulations; prepare non-routine correspondence and answer difficult, non-routine questions from the public and other governmental entities, agencies, and Native American tribes. Incumbents allocated to this level may provide direct and coordinate major archeological excavation projects; provide research data and advice to various governmental entities and agencies. Work at this level is characterized by independent development and use of techniques and methodologies; prepare and submit project budget requests; prepare scientific publications; Incumbents may act in a be assigned lead responsibility for a specific project, including developing the scope, capacity; may train departmental staff as well as other personnel (including personnel in other State, Federal, and local agencies) in archeological methods and cultural resources management techniques; may budget, schedule, and administration of the project Federal and State funds; represent the Department in cultural resource matters at meetings with governmental entities, educational institutions, and other groups; and do other related work.

## Senior State Archeologist Heritage Scientist (Supervisory)

This is the first supervisory level of this series. In most settings, Incumbents supervise and direct the work a major unit of professional or technical staff, are responsible for staff development, performance evaluation, program budgeting, and workforce planning; within a division or region; have full administrative responsibility; act upon most difficult technical decisions; formulate and implement cultural resource planning or management programs; make recommendations to cultural resource-related problems; and do other related work. Incumbents are assigned oversight and management of one or more critical and/or sensitive projects or programs which there is a substantial consequence of error; act as technical consultants on specific subjects; oversee or coordinate projects or specific components of project. Incumbents performing in this capacity have the authority and responsibility in the interest of management to recruit, hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees. Incumbents have the responsibility to direct employees, adjust employee grievances, or effectively recommend such actions; may serve as team members within their program areas; work with a broad array of State, Federal, Native American tribes, and public and private interest groups to ensure understanding and consensus on various long and short term projects; represent the State in compliance negotiations, policy implementation, program budgeting and strategic planning; endure that decisions regarding program activities are scientifically founded; foster political consensus to ensure consistent policy interpretation and application; and serve as advisors to executive staff or public advisory committees or subcommittees.

## Supervisor, Cultural Resources Heritage Program Manager I

This is the full supervisory level, reporting to the Chief, Resource Protection Division. The Incumbents have significant directs and has charge of a major cultural resource section and has statewide responsibility for

the formulation, ~~implementation~~, and administration of policies, programs and strategic plans, and exercise discretion in the provision of oversight and coordination on a broad and technically diverse range of projects or cultural resource programs, and planning; Incumbents direct and have charge of critical or sensitive heritage, environmental and cultural resource management programs or components which are of major sensitivity and complexity; carries the authority and accountability for timely completion of program objectives and for submittal of satisfactory products; responsible for operational planning and assigning of projects ~~to the Senior levels within the Section~~, budget for time and funding, reviewing and evaluating achievements, and preparing administrative reports; ~~coordinates~~ program activities with technical and administrative support sections; ~~assists in formulating policies~~; maintains liaison with other governmental agencies, Native American tribes and private sector. Incumbents have authority in the interest of management to recruit, hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward or discipline employees; and to direct employees, adjust employee grievances, or effectively recommend such actions.

## Minimum Qualifications

### All Levels:

#### Assistant State Archeologist

Education: Possession of a bachelor's degree Equivalent to graduation from an accredited college with a major course work in archaeology, or anthropology, historical archaeology, cultural resource or heritage management, cultural anthropology, Native American studies, or other closely related science discipline. (Registration as a Senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation before they can be considered for appointment.)

#### Associate State Archeologist

##### **EITHER I**

Experience: ~~Two years of experience performing the duties of a Assistant State Archeologist (Range B) in the California state service.~~

##### **OR II**

Experience: ~~Three years of increasingly responsible professional experience in research, writing, or project supervision in archeological investigation or cultural resource management and protection programs, two years of which shall have been working at a level of responsibility equivalent to an Assistant State Archeologist, Range B, in the California state service. and~~

Education: ~~Equivalent to graduation from college with major course work in archeology or anthropology. (A graduate degree in archeology or anthropology, may be substituted for up to one year of the required general experience and one year of required experience equivalent to Range B.)~~

#### Senior State Archeologist Heritage Scientist (Supervisory)

##### **EITHER I**

Experience: ~~Two years of experience performing the duties of an Associate State Archeologist~~ Heritage Scientist, Range C or equivalent.

##### **OR II**

Experience: Five years of increasingly responsible professional experience as a scientist in heritage resource analysis, research, writing, or project supervision in cultural resource management, planning, regulation, or investigation and protection programs, at least two years of which must have included responsibility in the development or implementation of heritage environmental policies, programs, plans, or research projects; or conducting heritage resource monitoring, surveillance and enforcement or been in an administrative or lead capacity, working at a level equivalent in responsibility to of an Associate State Archeologist Heritage Scientist, Range C in the California state service. ~~And~~ (Possession of master's degree in anthropology, archaeology, historical archaeology, cultural resource or heritage management, cultural anthropology, Native American studies, or other closely related scientific discipline may be substituted for one year of the required experience; possession of a doctorate in the above named science disciplines may be substituted for two years of the required experience.)

Education: Equivalent to graduation from college with major course work in archeology or anthropology. ~~(A graduate degree in archeology or anthropology may be substituted for up to two years of the required experience.)~~

## Supervisor, Cultural Resources Heritage Program Manager I

### **EITHER I**

Experience: One year of experience performing the duties of a Senior State Archeologist or State Historian III Heritage Scientist (Supervisory) or equivalent.

### **OR II**

Experience: ~~At least five years of~~ Broad, extensive, and increasingly responsible experience (more than five years) as a scientist in heritage resource the analysis, formulation, and implementation of cultural resource environmental compliance, management, research, planning, regulation, investigation or enforcement and protection programs, at least ~~two~~ three years of which must have been in an administrative or supervisory capacity in full charge of a staff responsible for the development or implementation of environmental policies, ~~cultural resource planning, or management~~ programs, plans, or research projects; conducting a major critical or sensitive heritage resource monitoring and surveillance or heritage resource management program, with policy-influencing responsibility, and one year of which shall have been working at a level equivalent in responsibility to a Senior State Archeologist Heritage Scientist (Supervisory) in California state service. ~~and~~

Education: Equivalent to graduation from college with major course work in archeology or anthropology. ~~(A graduate degree in archeology or anthropology may be substituted for up to two years of the required experience.)~~ (Possession of a master's degree in archaeology, anthropology, historical archaeology, cultural resource or heritage management, cultural anthropology, Native American studies or other closely related scientific disciplines may be substituted for one year of the required experience. Possession of a doctorate degree in the above named science disciplines may be substituted for two years of the required experience.)

## Knowledge and Abilities

### Assistant State Archeologist Heritage Scientist

Knowledge of: North American anthropology and history; historic ~~Principles and practices of~~ archeological resource management and preservation and related environmental laws, regulations, and guidelines; scientific research methods; field methods used to survey and inventory heritage resources; heritage resources documentation, identification, analysis, evaluation, registration, curation, protection, techniques for the preservation, treatment, conservation, management and stewardship; standards for historic preservation, rehabilitation, restoration and reconstruction; technology and tools used to conduct heritage

research and documentation; and appropriate communication tools for sharing and dissemination of heritage resource information with professionals and the public; of archeological collections; the major aspects of American archeological field methods; laboratory and museum techniques, procedures, and operations; Indians of Western North America; geology; paleontology; ecology; comparative osteology; California history; basic techniques of surveying; archaeological research methods; literature and publications dealing with archeological and ethnographical methods and techniques; private and public organizations concerned with anthropological research in California.

Ability to: Apply scientific methods in the collection of heritage resource data; research and analyze data to reach sound conclusions; review and apply critical reasoning skills in evaluating others research findings; use the latest technology to conduct heritage research and documentation; write professional research reports, plans and specifications and contract language; prepare clear, complete, and technically accurate information, papers, reports, and publications for professional and non-professional audiences; develop project scopes, budgets, schedules; assist and oversee heritage resource damage assessments; coordinate emergency response efforts; develop and conduct effective trainings for varied audiences; consult with Native American Tribes to establish rapport and maintain open communication; coordinate, consult with or advise other public agencies, private institutions, and interested public in heritage matters; provide information as a subject matter expert. Prepare accurate drawings and take photographs of archeological remains, artifacts, and related materials for use in published reports; read and prepare maps; perform archeological field work; coordinate the efforts of small work teams; identify and record pertinent data revealed during excavations; evaluate environmental impacts upon various archeological resources and develop and recommend effective mitigation procedures; speak and write effectively; keep necessary records and prepare reports; analyze situations accurately and take effective action.

## Associate State Archeologist

Knowledge of: All of the above.

Ability to: All of the above, and evaluate complex archeological and ethnographic studies; develop innovative resource management programs for the protection, restoration and perpetuation of cultural resources; coordinate and lead the work of others; provide instruction in archeological excavation techniques; prepare clear, complete and technically accurate reports; plan, organize, and lead archeological field projects.

## Senior State Archeologist Heritage Scientist (Supervisory)

Knowledge of: All of the above, and broad knowledge of the legislative process; local, state, tribal and federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area of the State; heritage and general resource management practices and techniques; heritage resource related priorities of legislative and administrative branches of California and Federal government; heritage resource solutions and initiatives being pursued by other states, local agencies, Native American Tribes, and the Federal government; principles of effective supervision and personnel management; major programs, policy development and administration; administrative principles and methods; the Department's Affirmative Action Program Equal Employment Opportunity objectives; a manager's role in the Equal Employment Opportunity Affirmative Action Program and performance management strategies the processes available to meet affirmative action objectives.

Ability to: All of the above, and develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials and documents, planning, regulatory and other initiate major concepts and develop innovative cultural resource management programs with regional or statewide impact; assume authority and responsibility for a major program; effectively administer major and complex programs in a regional area or headquarters; provide leadership to a multidisciplinary team of professionals in development of innovative solutions for to the most difficult, critical or sensitive heritage cultural resource management problems; develop alternatives in the solution of the management problems and select realistic courses of action; coordinate regional or statewide cultural resource programs of other governmental agencies; effectively contribute to the Department's Equal Employment Opportunity Program affirmative action objectives; make decisions regarding program milestones; provide a forum for the resolution of conflicts or disputes among implementing agencies; ensure prompt and balanced media

utilization; develop innovative solutions to difficult heritage resource management problems and concerns; and evaluate program performance and achievements.

## Supervisor, Cultural Resources-Heritage Program Manager I

Knowledge of: All of the above, and all department wide heritage cultural resource programs and responsibilities; budgeting and other administrative responsibilities.

Ability to: All of the above, and plan, organize, and direct the work of a professional and technical staff; coordinate and direct all heritage cultural resource planning and management efforts and activities; plan and direct the studies in a major section; analyze technical data and make appropriate recommendations.

### Additional Desirable Qualifications

#### All Levels:

In appraising the relative qualifications of candidates, consideration will be given to candidates possessing ~~a Master's Degree in Archeology or Anthropology, and/or~~ a record which demonstrates expertise in California archaeology, such as authorship of published reports and participation in seminars and professional conferences.

### Special Personal Characteristics

#### All Levels:

~~Willingness to travel throughout the State and work irregular hours.~~

### Class History

~~State Archeologist~~ Heritage Scientist Series History - Dates Established, Revised, and Title Changed

Class	Date Established	Date Revised	Title Changed
Assistant State Archeologist	04/23/1991	--	--
Associate State Archeologist	11/03/1966	04/23/1991	04/23/1991
Senior State Archeologist	11/03/1966	04/23/1991	04/23/1991
Supervisor, Cultural Resources Program	04/23/1991	--	--

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