

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Associate State Archaeologist	
		Division and/or Subdivision Resource Management	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of this position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Sacramento	
		Class Title of Position Associate State Archaeologist	
		Position Number 541-710-2809-001	
		Effective Date August 6, 2019	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	<p>Under the general direction of the Cultural Resource Management Program Manager, this position is responsible for ensuring appropriate cultural resource management actions are taken on projects on which CAL FIRE is the lead agency under the California Environmental Quality Act. This position requires in-depth knowledge of the departmental mission, goals and objectives; cultural resource management techniques; and state and federal environmental laws and regulations.</p>		
25%	<p>Forest Practice Review and Enforcement: *Reviews cultural resource management reports for timber harvesting documents. *Evaluates the adequacy of cultural resource management work performed for projects involving timber operations and proposes follow-up work when necessary. *Evaluates survey results, site impact assessments, site protection measures, and makes specific, enforceable recommendations to correct report deficiencies and ensure protection of cultural resources. *Advises department staff of sensitive areas to be addressed during field inspections. *Attends particularly sensitive field inspections such as those for projects that contain known significant cultural resource sites. *Makes inspections, prepares reports, and assists the department in taking possible enforcement action for projects that damage cultural resource sites.</p>		
	<p>Forestry Assistance and Vegetation Management Program Review: *Assists department forester or vegetation management plan manager in fulfilling cultural resource review requirements for these department projects on private lands. *This includes assessing potential impacts and survey needs, establishing scope of survey and reporting documentation, assessing site significance, and developing recommendations for protection measures or alterations to projects that result in avoidance of significant effects to cultural resources. *Reviews cultural resource investigations conducted by archaeologically trained resource professionals and supplements this work as needed.</p>		
	<p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory			
Initials and date			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	<p>Technical Decisions: *Acts upon all but the most difficult, sensitive, and complex cultural resource issues facing the Department. *Cooperates with departmental staff to develop solutions.</p>
10%	<p>Facilities Project Review: *Assists regional and unit staff in survey and preparation of environmental documents related to cultural resource review of proposed projects on properties and lands administered by CAL FIRE. *Assists in the implementation of the department's Historic Building Management Plan and acts as Historic Preservation Officer's agent in evaluating potential effects of departmental actions on state-owned and administered historical resources.</p>
10%	<p>Training: *Assists the Timber Regulation and Forest Restoration Program Archaeologist and others in delivering cultural resource management training courses and programs. *These include the cultural resource site recognition program for resource professionals and other training courses given to CAL FIRE staff and others. Occasionally attends training on cultural resource management techniques, emergency response procedures, or other topics as required.</p>
5%	<p>Professional Contacts: *Maintains contact with the California Historical Resources Information System Information's Centers in the area, the Native American Heritage Commission, local Native Americans and tribal governments, local, federal, and other state agency cultural resource managers, and others as required with the goal of maintaining a high professional standing for CAL FIRE's efforts in managing cultural resources and to distribute reports and information on CAL FIRE investigations.</p>
5%	<p>Contract Administration: *Helps develop, prepare, and administer contracts and reviews professional work of contractors hired to conduct cultural resource management services for the department.</p>
5%	<p>Maintains Incident Command System qualifications to provide assistance during emergency incidents, such as wildfires.</p>
5%	<p>Other Duties: Perform other job related duties as required.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>

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