



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Associate State Archeologist	549-730-2809-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Associate State Archeologist	R10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cultural Resources	Columbia SHP	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		Senior Park & Recreation Specialist
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general direction of the Supervisor Cultural Resource Program, the Associate State Archeologist (ASA) is responsible for the cultural resources program and coordinates projects for the District, pursuant to CEQA, PRC 5024, and related laws and resources management directives. The ASA conducts background research, and prepares assessments, and evaluation recommendations to help preserve and manage cultural resources. The ASA also consults on Service Center projects in the District, and contracts for services. The ASA participates in long-range planning, and prioritization of projects and related administrative duties such as acquisitions, record keeping, budget development, program planning and grant applications. The ASA also participates in training programs, including occasional instructor duties. The reporting location for this position is Columbia State Historical Park.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	RESEARCH & EVALUATION Conducts background research and prepares assessments and resource evaluations to help protect, manage, and preserve cultural resources. Updates records (DPR 523) and writes reports, compiles information and reports regarding specific resources and issues on an as needed and priority basis. Consults with headquarters and service center specialists, colleagues, and agency counterparts, reviews reports. Monitors sites, projects and cultural resource conditions, and processes archaeological data.	
30%	PLANNING Directs and coordinates projects to comply with CEQA and the Secretary of the Interior's Standards for the Treatment of Historic Properties, prepares 5024 project reviews and Archaeological Survey Reports, recommends redesign and/or conditions for approval or mitigation measures to protect, avoid or lessen impacts/adverse effects. Reviews notices and will draft comment letters for external projects, in coordination with other staff, agencies, outside organizations, and interested people. Maintain a dialogue with Native American representatives. Networks with colleagues	
25%	ADMINISTRATION Prepares correspondence; handles telephone inquiries; offers technical advice and team support to staff throughout the District. Provides administrative support, including contract development and review, grant proposals and administration. Manage projects including expenditure of State funds. Oversees contractors and reviews reports. Maintains accurate records and submits	

	documents for reporting requirements. May serve as the lead for seasonal specialists, review their work, and coordinate schedules with project managers and superintendents. May lead interns and volunteers. Advice on district priorities and threats to cultural resources	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE