



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Cultural Resources Division	Assistant State Archeologist	549-840-2714-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Cultural Resources Division	Assistant State Archeologist	R10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Archeological Research Program	McClellan, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Senior State Archeologist
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 Senior State Archeologist, the Assistant State Archeologist performs the less difficult and complex work in the State Archaeological Collections Research Facility (SACRF), in support of the Department's ongoing archaeological projects funded by the Cannabis Watershed Protection Program as well as its responsibilities under the Native American Graves Protection and Repatriation Act (NAGPRA). The position will provide support in various aspects of collections management including building and maintaining collection files; assist with the basic curatorial needs of the collections; update electronic records for objects and collections; provide research support for district projects and research requests including researching collections and related documentation, digitizing archaeological records and reports; research and compile information in support of NAGPRA consultations; support collections visits from tribal partners and researchers; and do other related work. The position may work up to 1500 hours per year. The reporting location is McClellan, California.		
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	
35%	Collections Management Assistance Following department policies and procedures, assist with the documentation and preservation of the SACRF and NAGPRA collections and associated records including archeological field records, catalogs, and collections registration records. Responsible for conducting and compiling research data from field surveys and excavations; cleaning, cataloging, and curating objects and archives.	
30%	Data Entry and Records Analysis Enter and update department object records in the Department's collections database, TMS (The Museum System), to standardize data and improve collections reporting accuracy for use by collections managers, researchers, and consulting parties. Assist with the analysis of archaeological collections in the production of reports, publications, interpretive media, and other forms of educational and public engagement.	
30%	Field Support Assist with the identification and preparation of department objects and records in advance of consultations and research requests. Prepare reports using MS Suite or other computer software	

	tools needed to support consultation process. Digitize and upload documents to DocEx and the Parks Cultural Resource Database to improve access for field staff.	
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: (Check one)		
☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
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