



## Duty Statement

| DIVISION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | CLASSIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Office of Historic Preservation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Associate State Archeologist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 549-084-2809-007                              |
| DISTRICT/HQ SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | WORKING TITLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | CBID                                          |
| Headquarters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Associate State Archeologist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | R10                                           |
| SECTOR/HQ UNIT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | REPORTING LOCATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | INCUMBENT                                     |
| Archaeology & Environmental Compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Sacramento                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                               |
| STATE HOUSING (Check if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | IMMEDIATE SUPERVISOR                          |
| <input type="checkbox"/> State Housing may be required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Senior State Archeologist                     |
| POSITION DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |
| <p>Under the general direction of the Senior State Archeologist, the incumbent performs with considerable independence and accountability, the more difficult and complex work in cultural resources management (CRM) and archaeological research mandated for the Office of Historic Preservation by applying both federal and state rules, regulations, guidelines, and best practices. The Associate State Archeologist reviews and comments on or prepares documents that deal with historic properties identification, evaluation, treatment, and registration. Makes recommendations and performs actions that may assist in preserving or otherwise addressing historic properties. The incumbent may assist management in developing policies, guidelines and standards that would be used by internal and external stakeholders to identify, evaluate, document, and manage cultural resources under applicable environmental and historic preservation laws and regulations. The position reports to the Office of Historic Preservation in Downtown Sacramento.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |
| 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%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Reviews, analyzes, and comments on, from both an academic and regulatory perspective, the more complex environmental technical documents that are prepared pursuant to federal or state environmental statutes, guidelines, and regulations to address the impacts of projects on the historic environment. Such documents include archaeological survey reports, archaeological evaluation reports, cultural resources management plans, archaeological research designs, finding of effect documents, and treatment plans. The incumbent assesses the adequacy of such documents for meeting the regulatory requirements of Section 106 of the National Historic Preservation Act and the California Public Resources Code 5024 et seq. Attends meetings as necessary to provide regulatory guidance and to facilitate the resolution of consultation issues. The incumbent may interact with Native American tribes, governmental agencies, the private sector, and other interested parties regarding cultural resources issues of importance to the tribes. |                                               |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Provides written and verbal comments and recommendations, on behalf of the State Historic Preservation Officer (SHPO), in response to projects submitted to the Office of Historic Preservation for review that assist in the preservation and/or addresses impacts to historic properties. When appropriate, briefs the unit supervisor or the SHPO about responses that may be controversial or otherwise cause concern in relation to project impacts on historic properties, historical resources, and resources of concern.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Reviews, analyzes, revises, or prepares, comprehensive, and lengthy agreement documents such as memorandums of agreement and programmatic agreements that stipulate how the effects of a project or entire program on the historic, archaeological, and cultural environment will be considered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Assists in the preparation of guidance, standards, research designs, plans, creates, and maintains manuals, and other products used by government agencies, the private sector, professionals in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |



## Duty Statement

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | appropriate disciplines, and by the interested public in identifying, evaluating, and managing the historic, archaeological, and cultural environment.                                                                                                 |             |
| <b>MARGINAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                        |             |
| <b>%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                     |             |
| <b>5 %</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Trains SHPO stakeholders, SHPO staff, or student interns in the theory and practice of regulatory compliance, and in the interpretation and use of environmental statutes, regulations, and guidelines that address the historic cultural environment. |             |
| <b>5%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.                                                                     |             |
| <b>TYPICAL WORKING CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                        |             |
| Office environment. The incumbent would work in a climate-controlled office under artificial lighting and be required to sit for long periods using a keyboard and video display terminal.                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                        |             |
| <b>TELEWORK DESIGNATION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                        |             |
| This position is designated as telework eligible-remote centered.                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                        |             |
| <b>SPECIAL REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                        |             |
| None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                        |             |
| <b>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.</b> |                                                                                                                                                                                                                                                        |             |
| <b>SUPERVISOR STATEMENT:</b><br>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.                                                                                                                                                                                                   |                                                                                                                                                                                                                                                        |             |
| <b>SUPERVISOR NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>SUPERVISOR SIGNATURE</b>                                                                                                                                                                                                                            | <b>DATE</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                        |             |
| <b>EMPLOYEE STATEMENT:</b><br>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.                                                                                                                                                                                                         |                                                                                                                                                                                                                                                        |             |
| <b>EMPLOYEE NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>EMPLOYEE SIGNATURE</b>                                                                                                                                                                                                                              | <b>DATE</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                        |             |