



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Facilities and Development	Archeological Project Leader - Seasonal	549-864-1016-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Southern Service Center	Archeological Project Leader - Seasonal	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Southern Service Center	San Diego, CA	
STATE HOUSING		IMMEDIATE SUPERVISOR
State 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		
This position will work under the direction and supervision of the Senior State Archeologist and is located at the Southern Service Center in San Diego, California. The Archeological Project Leader will work with other Service Center and District staff but will mainly work with Assistant and Associate State Archeologists, Archeological Specialist, State Historians, and volunteers on various workplan projects throughout southern California. The Archeological Project Leader will make suggestions regarding work procedures and equipment, on-site decisions regarding problems from procedures and may determine the extent of work on specific projects. The Archeological Project Leader may also work as a lead on archeological field work, and under delegation from permanent staff, lead Archeological Specialists, Archeological Aides, and volunteers in undertaking various professional tasks. Position requires performance of fieldwork regularly.		
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	
30%	Fieldwork As a lead role, evaluate and make suggestions on specific on-site problems and/or improvements. On Specific projects, the Archeological Project Leader will determine the extent of work. Other tasks include archeological survey; site and structure recordation, archeological testing, and excavation, and monitoring of field projects. Work requires comprehensive knowledge of American archeological field methods and current field standards, including the ability to make professional assessments and identification and recordation of cultural resources in the field. Must be able to travel out of town for up to a week, and potentially multiple weeks, at a time.	
30%	Laboratory Work Taking a lead role over Archeological Specialist staff and volunteers, and working under the direction of an Associate or Assistant State Archeologist, the Archeological Project Leader will oversee the processing (wash & sort), analysis, and cataloging of recovered prehistoric and historic artifacts. Tasks also include reviewing data entry of artifact information into the catalog database and preparation of artifacts and associated records for curation.	
30%	Site Record & Report Preparation Taking a lead role over Archeological Specialist staff and volunteers, the Archeological Project	

	Leader will prepare official DPR site record forms and assist in the preparation of technical reports to satisfy State requirements and professional standards. Tasks also include mailing of prepared site forms and reports to appropriate information center/s and/or to Sacramento.	
5%	Research The Archeological Project Leader may need to visit libraries, information centers, and/or other repositories to investigate project background, previous research, or historical information. Also included is preparation of requests for record searches	
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		
Cubicle workspace in office environment when not working in the field. Intermittent exposure to loud noise.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
A valid Class "C" California Driver's License is required. This position requires periodic travel to park units and District offices statewide.		
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