



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Archaeological Aide	549-690-1023-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	Archaeological Aide	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cultural Resources	Gold Fields District	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		District Superintendent II
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 of the district Associate State Archaeologist and will report to the Gold Fields District Office in Folsom, California. The Archaeological Aide will work with Gold Fields District cultural resources staff and sector staff on identifying and locating archaeological collections that may be subject to the Native American Graves Repatriation Act (NAGPRA) throughout the district.		
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%	NAGPRA Documents Identifies and organizes documents related to collections that may be subject to the Native American Graves Protection and Repatriation Act (NAGPRA) at district and sector offices, in coordination with the Associate State Archaeologist.	
20%	NAGPRA Collections Research Tracks and locates archaeological collections that may be subject to NAGPRA through visits to repositories, such as the McClellan Center.	
20%	Laboratory Work and Data Entry Catalogs unprocessed archaeological collections and enters associated data into The Museum System (TMS) under the direction of the Associate State Archaeologist.	
20%	NAGPRA Repatriation Assists State Parks Cultural Resources Division NAGPRA staff with the repatriation of collections identified as submit to NAGPRA and requested by federally and/or state-recognized Native American tribes, under the direction of the Associate State Archaeologist.	
5%	Administration and Miscellaneous Performs administrative duties, including attending staff meetins, completing timekeeping responsibilities, participating in training, and carrying out other related duties as assigned.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Performs other job-related duties as assigned and necessary to support operational continuity and program needs.	

TYPICAL WORKING CONDITIONS		
Position requires travel within the local area, periodic heavy lifting (document boxes), and working in both an office and field setting as needed.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ 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