

## CLASSIFICATION SPECIFICATION

|                           |             |                         |                 |
|---------------------------|-------------|-------------------------|-----------------|
| <b>FLSA:</b>              | <b>NEXP</b> | <b>Job Code:</b>        | <b>ACV65513</b> |
| <b>Job Class Code:</b>    | <b>600</b>  | <b>Salary Schedule:</b> | <b>AREG</b>     |
| <b>EEO Category:</b>      | <b>02</b>   | <b>Grade:</b>           | <b>19</b>       |
| <b>Workers Comp Code:</b> | <b>9410</b> |                         |                 |

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|------------------------------|-----------------|------------------------|--|
| <b>Job Code Established:</b> | <b>07/01/83</b> | <b>Effective Date:</b> |  |
| <b>Job Code Revised:</b>     |                 | <b>Effective Date:</b> |  |

**JOB CODE SERIES:** Architectural Preservation Series

**JOB CODE TITLE:** ARCHAEOLOGICAL PROJECTS SPECIALIST

**HRIS TITLE:** ARCHAEOLOGICAL PROJS SPCT

**CHARACTERISTICS OF THE CLASS:** Reports to State Historic Preservation Officer. Has the authority to determine need for cultural resource surveys, provide opinions of eligibility; evaluate effect a project has on cultural resources; approve avoidance or mitigation measures; develop memoranda of agreement; to consult on archaeological resources. Consults with Federal and State agencies regarding cultural resource management; interprets effects of undertakings on significant historic cultural resources; evaluates impact on archaeological resources; provides scientific and professional judgment; coordinates the review and compliance responses; determines need for cultural resource surveys. Work product consists of Cultural resources managed; "effects" determined; approved survey contracts; memoranda of agreements executed; archaeological component of State Historical Preservation Plan developed and implemented. Responsible for consultation with Federal and State agencies; recommending surveys and evaluating survey results; evaluating effects of undertakings; for providing information on archaeological resources.

**EXAMPLES OF DUTIES:** Confers with managers of federally sponsored or licensed projects, local, and state government officials and individuals. Interprets and communicates requirements of historic preservation legislation. Reviews archaeological survey data, provides "opinion of eligibility," determines "effects," approves avoidance of mitigation measures. Reviews and comments on environmental impact statements, assessment reports, and other environmental reports. Initiates and conducts investigations into alleged violations of environmental compliance. Negotiates memoranda of agreement to provide relationships between federal agencies, state government, and council for projects with "adverse effect" determinations. Consults and recommends in preservation planning and treatment of archaeological properties. Searches anthropological and archaeological literature. Determines cultural system represented in areas. Determines if survey work was previously undertaken in area and extent of such work. Confers with superior, who is at level of department head or head of major administrative or operational division, concerning work or work system; gives information and advice, receives instruction and guidance. Lectures at various public groups regarding agency programs and activities. Confers with agency users of services at frequent intervals regarding all aspects of services; serves as a program liaison officer with specified agency clients. Composes articles for inclusion in publications. Performs related work as required.

**WORK CONDITIONS:** Frequent travel.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** methods and techniques of sources of information for archaeology resources; criteria that qualifies properties for the National Register; review and compliance regulations; all historic preservation programs in Arizona; preservation planning strategies for the State Historic Preservation Plan.

**Skill/Ability to:** apply current scientific archaeological theory, methods and techniques in the identification, evaluation and preservation treatment of archaeological resources; working with complex project proposals, technical reports, Federal and State regulations, legislation and guidelines; interpreting criteria

for the National Register; handle negotiations, make decisions and evaluate impacts; archaeological preservation planning.

**Experience and Education:** Typical ways to obtain the KSAs would be:

- Master's degree in archaeology, anthropology or a closely related field and two years of professional experience in archaeology or cultural resources management.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.