

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. ARCHLGSEA08R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO-MSF-MEDC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Archaeologist-E	10. Division State Historic Preservation Office
5. Working Title (What the agency calls the position) Staff Archaeologist	11. Section Cultural Resources Management and Planning
6. Name and Position Code Description of Direct Supervisor SLAGOR, SCOTT E; HISTORIAN MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor SCHUMAKER, RYAN; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 300 N. Washington Sq. Lansing, MI 48913 / Mon-Fri 8a-5p

14. General Summary of Function/Purpose of Position

Tasks for this position include, but are not limited to: maintain the State Archaeological Site File (SASF) and associated collections to federal standards and in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) in order to facilitate statewide archaeological research and preservation; review projects and undertakings as required by Section 106 of the National Historic Preservation Act (NHPA) and by state laws, regulations, and policies; evaluate the eligibility of sites for listing in the National Register of Historic Places (NRHP); perform fieldwork as necessary in conjunction with project reviews and survey initiatives; provide innovative public and professional outreach and education; and promote tribal collaboration.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 55

Review projects and undertakings as required by Section 106 of the NHPA and by state laws, regulations, and policies.

Individual tasks related to the duty:

- Review project information and examine locations with respect to known archaeological sites and environmental characteristics to assess archaeological sensitivity.
- Evaluate the NRHP eligibility of archaeological sites.
- Require Phase I archaeological reconnaissance surveys when appropriate.
- Require Phase II archaeological evaluations when appropriate.
- Provide advice and guidance in the development of Phase III archaeological data recovery plans and MOAs.
- Technical report review and comment.
- Assure that projects meet federal and state professional standards.
- Assess qualifications of archaeological professionals for the state Consultants Meeting Federal Qualifications list.
- Perform field assessments of potential impacts to archaeological sites.
- Tribal collaboration and consultation for Section 106 undertakings.
- Assist project managers, consultants, tribes, land owners, and law enforcement during the inadvertent discovery of human remains.
- Maintain SHPO lists of archaeological consultants, Tribal Historic Preservation Officers, and tribal cultural representatives.

Duty 2

General Summary:

Percentage: 30

Facilitate archaeological research and investigation statewide, and maintain the SASF and associated collections to federal standards and in compliance with NAGPRA.

Individual tasks related to the duty:

- Fulfill SHPO research requests made for compliance, due diligence, and other types of projects.
- Facilitate researcher access to the SASF and associated collections.
- Continuously integrate statewide survey and research data into the SASF and associated collections.
- Conduct archaeological excavations, process and analyze recovered materials, relate findings to historical documentation, and author technical reports.
- Encourage use of the SASF and associated collections for statewide heritage initiatives.
- Facilitate collections loans for research and exhibition.
- Facilitate collections donations.
- Archival storage management.
- Tribal collaboration and consultation for SASF and NAGPRA.

Duty 3

General Summary:

Percentage: 10

Public outreach and education.

Individual tasks related to the duty:

- Assist with organizing Michigan Archaeology Month events and outreach.
- Present at state and federal agency trainings and public programs.
- Team development of outreach and education programs, with special attention to K-12 students and underrepresented communities.
- Provide guidance for tribes, public and private landowners, and avocational archaeologists.
- Facilitate public, private, and tribal partnerships in heritage tourism and Placemaking initiatives.
- Grant writing and project management of relevant SHPO-led collaborative projects.
- Create content for online and print media.
- Contribute to the Comprehensive Statewide Historic Preservation Plan.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

These decisions:

- Are integral to the preservation and protection of archaeological sites, and consequently, affect our ability to further our knowledge of Michigan's past.
- Manage unique and sensitive data that are of international cultural and scientific importance.
- Inform elementary through university state history and science education.

- Influence heritage management and tourism statewide.
- Are of direct and significant relevance to stakeholders and descendant communities, including Michigan's 12 federally recognized Native American tribes.
- Impact the timelines and costs of multiscalar projects subject to federal and state cultural resources laws, regulations, and policies.

17. Describe the types of decisions that require the supervisor's review.

- Decisions about high profile or sensitive projects.
- Decisions that involve a significant investment of resources.
- Decisions involving Tribal or law enforcement consultation.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- Normal office conditions (80%).
- Field trips and fieldwork: driving long distances, walking all kinds of terrain, digging, screening, lifting (20%).

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

- Facilitate statewide archaeological research and survey and responsibly maintain associated data and collections.
- Facilitate project compliance with federal and state cultural resources laws, regulations, and policies.
- In keeping with the division's purpose statement, work with property owners, government agencies, and other stakeholders to identify, designate, and protect Michigan's archaeological sites and encourage investment in them as important components of Michigan's economic, cultural, and social vitality.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

Identification, preservation and interpretation of Michigan's historic resources. This position specializes in archaeological resources.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in archaeology or a field of anthropology.

EXPERIENCE:

Archaeologist 9

No specific type or amount is required.

Archaeologist 10

One year of professional experience conducting archaeological research activities equivalent to an Archaeologist 9.

Archaeologist P11

Two years of professional experience conducting archaeological research activities equivalent to an Archaeologist, including one year equivalent to an Archaeologist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must meet the minimum requirements of the Secretary of the Interior's Professional Qualifications Standards for Archaeology and Historic Preservation 48 Federal Register 44738-39, September 29, 1983.
- Demonstrable knowledge of the prehistoric and historical archaeology of Michigan and the Great Lakes Region.
- Strong communication, time management, and technical writing skills.
- Experience with archaeological data and collections management.
- Experience with Section 106 of the NHPA.
- Experience with creating and editing in ArcGIS.
- Experience with Tribal consultation and NAGPRA.
- Experience working in a State Historic Preservation Office preferred.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Valid driver's license.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

SARAH KEILEN

7/25/2023

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date