

1. Position Code
ARCHSPL2A04R

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO-MEDC/MSF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Board Relations & MSF Fund
4. Civil Service Classification of Position Archaeologist Specialist 13	10. Division State Historic Preservation Office (SHPO)
5. Working Title of Position (What the agency titles the position) Senior Archaeologist	11. Section
6. Name and Classification of Direct Supervisor Martha MacFarlane-Faes; State Administrative Manager 15	12. Unit
7. Name and Classification of Next Higher Level Supervisor Ryan Schumaker, State Division Administrator 17	13. Work Location (City and Address)/Hours of Work 300 N. Washington Square, Lansing Monday – Friday 8:00 am-5:00 pm

14. General Summary of Function/Purpose of Position
Serve as the specialist resource for archaeological expertise and policy within the State Historic Preservation Office (SHPO) and the State of Michigan. Carry out archaeological functions and advise local, state, and federal agencies, Tribes, organizations, and the public regarding Michigan archaeology. Manage the state's archaeological data to preserve the state's heritage for the benefit of its citizens

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.
List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 50

In coordination with Michigan SHPO and Deputy SHPO, carry out the archaeological aspects of the federal Historic Preservation Program and applicable state policy and law, including those state archaeological duties for which SHPO is responsible under Executive Orders 2007-53, 2009-32, and 2019-13 and PA 451 of 1994, as amended.

Serve as staff specialist for archaeology within the SHPO.

Project Review and Consultation:

- Assist with and set policy for the archaeology review of Section 106 projects in consultation with SHPO archaeological staff for complex and potentially controversial projects and evaluate recommendations for project comment.
- Determine comment recommendations to be made to the State Historic Preservation Officer regarding complicated and potentially sensitive projects.
- Develop, review, comment on and negotiate outcomes on archaeological elements of Section 106 consultation documents, including Programmatic Agreements, Memoranda of Agreement, Nationwide Agreements, covenants, and easements.
- Provide assistance to federal agencies and other entities in meeting compliance requirements of the NHPA and state law.
- Participate in consultation meetings with legislators and other government officials when necessary to complete the S. 106 review process involving archaeological issues.

Survey and Identification:

- Provide guidance to senior-level and experienced-level staff on questions regarding requests for archaeological surveys.
- Make decisions about national register eligibility of archaeological sites.
- Provide advice and guidance on determinations of eligibility for the National Register of Historic Places with regard to Traditional Cultural Properties.

Tribal Consultation:

- Participate in Tribal consultation for archaeological mitigation projects under Section 106 of the National Historic Preservation Act (NHPA)
- In cooperation with other state agencies and Tribes, reach final decisions regarding the disposition of human remains, funerary objects and objects of cultural patrimony under the Native American Graves Protection and Repatriation Act (NAGPRA).
- Advise SHPO leadership and staff in matters concerning Tribal Consultation as well as Tribal culture and concerns.

State Archaeological Policy:

- To the extent allowable under State law, collaborate with other departments and agencies on archaeological issues as directed by SHPO leadership. Serve as advisor to federal, state and local agencies and the public regarding archaeological policy and procedures in Michigan.

Duty 2

General Summary of Duty 2

% of Time 20

Oversee the maintenance of the state Archaeological Site File, and process, organize, and curate associated supporting records, documents and artifact collections.

- Review reports and other documents for data to be added to the Site File.
- Collaborate with professional archaeologists, avocational archaeologists, divers, DNR staff, other state and federal agencies and the public to expand the Archaeological Site File data base.
- Assist archaeologists, consulting firms, THPOs, tribes, and federal, state, and local agencies in using the archaeological site file for research and CRM purposes.
- Develop and carry out provisions for the safety, security, and integrity of statewide Archaeological Site File.
- Oversee work of SHPO staff and consultants utilizing Archaeological Site File
- Make policy decisions regarding confidentiality and issues of access to site file information, appropriateness of including or excluding certain data from the site file, and changes to the structure or the format of the site file.

Duty 3

General Summary of Duty 3

% of Time 10

Provide advice and guidance on archaeology-related issues on state land.

Individual tasks related to the duty.

Under the guidance and direction of SHPO leadership, participate in the review of projects on state land and/or receiving relevant state permits. Review and comment on archaeological issues throughout Michigan that do not fall under S. 106 of the NHPA.

- Advise state agencies, law enforcement, private landowners, local governments and others in procedures involving the discovery of human remains and artifacts
- Advise state agencies on the National Register eligibility and recommend best practices for archaeological resources on state land.

Duty 4

General Summary of Duty 4

% of Time 10 _____

Participate in the management of archaeological collections.

Individual tasks related to the duty.

- Resolve conflicting viewpoints and participate in final decisions regarding the acquisition, curation, disposition, and loan of collections.
- Ensure compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) for existing collections and new accessions. Such tasks include, but are not limited to custodial care of human remains and funerary objects during the NAGPRA process, publication of Notices of Inventory Completion, distribution of invitations to consult to appropriate Tribes, engaging in consultation with Tribes and other parties as appropriate, and completion of the process of transfer of control, as appropriate.
- Assist in the development and execution of provisions for the safety, security, and integrity of statewide archaeological collection.
- Participate in the development of collections management policies and procedures.
- Collaborate on maintenance of environmental conditions in the collections storage area.

Duty 5

General Summary of Duty 5

% of Time 10 _____

Engage in public and professional outreach and education.

Individual tasks related to the duty.

- Develop and implement education and outreach programs for the public.
- Provide guidance to archaeology staff regarding appropriate program structure and content across the variety of groups, organizations, and agencies that are interested in learning about archaeology.
- Give presentations to government agencies, clubs and organizations, university classes, school groups, and other interested parties.
- Respond to requests from the public for information and assistance.
- Other duties as assigned.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Decisions regarding effects to archaeological resources under Section 106.

Decisions to request archaeological surveys.

Decisions on eligibility of archaeological sites for listing in the National Register of Historic Places.

Decisions to accept donations of artifacts or collections.

Decisions to approve permits for archaeology on state land and other statewide permits.

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

Decisions about contents of formal consultation documents like MOAs.

Decisions regarding complex or controversial projects and circumstances.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

The position includes lifting heavy objects, walking over uneven and sometimes difficult terrain, carrying gear, and digging with hand tools. This position involves exposure to adverse weather conditions and natural hazards of the outdoors such as poison ivy, biting and stinging insects, etc.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

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

23. What are the essential duties of this position?

Serve as the specialist resource for archaeological expertise and policy within the State Historic Preservation Office (SHPO) and the State of Michigan. Carry out archaeological functions and advise local, state and federal agencies, tribes, organizations and the public regarding Michigan archaeology. Manage the state's archaeological collections and data to preserve the state's heritage for the benefit of its citizens.

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

Minor updates to duties.

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

The State Historic Preservation Office implements programs and activities to identify, evaluate, designate, and protect districts, sites, buildings, structures, and objects within Michigan potentially significant in American history, architecture, archaeology, and culture. This position serves as the specialist resource for archaeological expertise and policy within the State Historic Preservation Office (SHPO).

26. In your opinion, 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:

Four years of professional experience equivalent to an Archaeologist, including two years equivalent to an Archaeologist P11 or one-year equivalent to an Archaeologist 12.

Preferred candidate will also satisfy the minimum qualifications for historic or prehistoric archeology, as dictated by the [Secretary of the Interior's Professional Qualification Standards for Archeology and Historic Preservation](#)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the assigned program specialty. Knowledge of the state and federal laws related to the work. Knowledge of the principles, practices, and techniques of archaeology.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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

27. *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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date