



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Codes: 1252
1253

ARCHAEOLOGIST

SCOPE OF WORK:

Work involves the coordination of archaeological projects and programs, conducting archaeological surveys and excavations, establishing archaeological files on research and artifact collections within the state of North Dakota, and monitoring compliance with Section 106 of the National Historic Preservation Act.

DUTIES PERFORMED AT ALL LEVELS:

- Supervise archaeological investigations at controlled excavation sites including identifying, recording, analyzing, evaluating, and preserving archaeological resources.
- Review North Dakota Cultural Resource Survey (NDCRS) site forms and assign Smithsonian Institution Trinomial System site numbers; supervise the staff performing the duties involved with maintenance of the NDCRS site files and manuscript collection.
- Notify site owners of designation; provide technical assistance to persons completing NDCRS site documentation forms.
- Oversee archaeological staff regarding survey recommendations related to federal regulations.
- Investigate and provide documentation to preserve cultural resources located during construction or excavation.
- Provide technical assistance on archaeological and historical matters to staff and the public.
- Assist the Chief Archaeologist in burial issues per North Dakota Century Code and associated administrative rules.
- Represent the agency in regard to archaeological and historic resources by participating in promotions and public education.
- Participate in annual division planning process; assist in sub-grant review and preparation of work scope for archaeological projects.
- Review permit applications and associated materials; offer recommendations to the Director of the State Historical Society of North Dakota regarding issuance of cultural resource permits.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

ARCHAEOLOGIST I

1252

GRADE K

LEVEL DEFINITION:

Positions at this level coordinate archaeological programs, conduct archaeological surveys and excavations, establish archaeological files on research and artifact collections, and/or perform similar duties related to other projects involving excavation. May perform investigations and provide documentation as needed for compliance with relevant federal laws.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May determine if cultural resources exist that may potentially effect other projects involving areas of excavation.
- Complete fieldwork, laboratory work, and reporting for identification, evaluation, and mitigation as needed to comply with Section 106 of the National Historic Preservation Act.
- Maintain and provide input into the material source databases.
- Assist Cultural Resource Manager and other Cultural Resource Section employees with the evaluation of cultural resource issues in regard to state, county, and city transportation projects.

MINIMUM QUALIFICATIONS:

Requires a master's degree in anthropology or archeology and three years of archaeological field experience. The hiring authority, at the time of recruitment, may specify additional qualifications depending on the specific position to be filled.

ARCHAEOLOGIST II
GRADE L

1253

LEVEL DEFINITION:

Responsible for directing and supervising archaeological programs, archaeological surveys, and excavations. Directs activities associated with the protection, preservation, interpretation, and control of archaeological sites, historic buildings, engineering structures, or sacred sites and materials. Reviews documents and advises on cultural resource issues.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Review federal and state excavation projects that may impact archaeological resources related to the National Historic Preservation Act and National Environmental Protection Act.
- Critique documents submitted by federal and state agencies seeking eligibility for the National Register of Historic Places; provide written recommendations and opinions of the State Historic Preservation Office; explain the potential impact on sites and programmatic agreements.
- Prepare or review documentation on federal and state projects that may include road and bridge construction (with potential to affect cultural resources) related to

National Historic Preservation Act and National Environmental Policy Act compliance.

- Plan, develop and/or review scope of work for archaeological testing and mitigation.
- Supervise archaeological staff or provide technical assistance to engineers regarding needed cultural resource work related to federal regulations.
- Review, document, and provide professional technical assistance to engineers in regard to legal compliance, programming and funding of cultural resource issues on state, county, and city transportation projects.
- Work with federal representatives to interpret relevant cultural resource laws and regulations.
- Complete necessary contracting function for the Cultural Resources Section of Design at North Dakota Department of Transportation.
- Consult with state and federal employees/officials, engineering firms, and archaeological contractors regarding federal and state projects; provide technical assistance.
- Supervise archaeological staff regarding survey recommendations related to federal regulations.
- Serve as point of contact for agency regarding burial issues; coordinate efforts between county sheriff departments, Intertribal Re-internment Committee, landowners, forensic anthropologist, and the State Health Department.
- May conduct/supervise the field inspection of the burial; if necessary, salvage the burial; prepare proper reporting documents.
- Prepare grant proposals for research efforts; conduct/coordinate research efforts related to prehistoric and historic sites managed by the State Historical Society and/or existing collections housed at the agency.
- Coordinate reports of results of investigations regarding sites or collections managed.
- Develop and implement educational programming promoting North Dakota's archaeological resources in coordination with other divisions/agencies.
- Manage the archeology laboratory, collections, and cultural resources databases related to sites, manuscripts, and collections.

MINIMUM QUALIFICATIONS:

Requires a master's degree in anthropology or archeology and five years of archaeological field experience. The hiring authority, at the time of recruitment, may specify additional qualifications depending on the specific position to be filled.

Eff. Date: 6/85

Rev: 5/01 - Separated first level (1251) from series and developed it as a technician class; updated duties and grades for series

Rev: 7/12 – Conversion to Hay System