STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner (Archeology)	03/ NR OFFICE OF ENVIRONMENTAL MANAGEMENT	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
ARCHAEOLOGIST	903-801-4634	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Senior Environmental Planner, Office of Environmental Management, the incumbent as a participating interdisciplinary team member is responsible for archaeology studies and project effects analysis for transportation projects pursuant to Section 106 of the National Historic Preservation Act and other applicable state and federal regulations. The incumbent identifies and evaluates archaeological resources as part of the transportation project development process; prepares written analyses of such resources as an aid in the development of modal and design alternatives for transportation projects; identifies and analyzes impacts of transportation projects on historical values and their interrelationships to other cultural resources; develops and recommends mitigation measures to avoid or minimize identified impacts upon these resources.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Conducts field surveys and prepares written technical reports (Archaeological Survey Reports, Phase 1, Extended Phase 1 and Phase 2 Reports) on archaeological resources that lie within the area of potential effects of transportation projects to evaluate the potential significance of the resource, and require familiarity with, and use of, archaeological technical terminology. Summarizes these reports and prepares comprehensive Historic Property Survey Reports or Historic Resource Compliance Reports which address cultural and historic properties, in the area of potential effects of transportation projects. Responsible for the preparation of technical memos, screening memos, and other technical writing addressing historical, preservation, or cultural resource issues. Conducts analysis and prepares written technical reports (Finding of Effect Reports) about possible or anticipated project effects on archaeological resources. Prepares technical reports, such as entitled Treatment Plans or Data Recovery Plans, on proposed mitigation for potential effects on archaeological resources. Interacts in the field, in the office, by telephone, and by letter with interested Native American individuals and other groups in the course of the above work. Develops Memoranda of Agreement to memorialize mitigation commitments for the Department. Carries out mitigation responsibilities and works with district engineering staff to ensure that historic properties adjacent to construction projects are protected.
35%	E	Peer reviews Historic Property Survey Reports, Archaeological Survey Reports and related evaluative reports, and Finding of Effect Reports prepared by in-house staff and provides oversight direction about and review of same and related evaluative reports prepared by consultants, and local agencies, as directed, for content, technical competence, comprehensiveness, and sound conclusions, in the areas of archaeology and regulatory compliance. Reviews CEQA and NEPA environmental documents produced by internal staff, consultants and local agencies for content, technical competence, comprehensiveness, and conclusions, in the areas of archaeology. Incumbent may develop and write the scope of work and cost estimates for task orders to procure cultural resources services. Act as the Task Order Manager (TOM) which includes monitoring deliverables, schedule and resources. Ensures that the final task order product is in compliance with regulatory and professional standards. Coordinates with contractors regarding any necessary changes during investigations to ensure goals of task order are met. Reviews and approves draft and final reports prepared by contractors and ensures all terms of contract are met.

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25%	E	Works with district project development team staff as a cultural specialist providing technical archaeological expertise and information in order to develop location and design alternatives that avoid or minimize adverse effects on cultural resources. Interacts in written, e-mail, telephone, and face-to-face communication. Attend meetings in the District Office at least once per week for each project assigned and for staff meetings, both formal and informal. Acts as staff-level liaison and participates in discussions in the area of archaeology with State, Federal, and local agencies including California Office of Historic Preservation and Advisory Council on Historic Preservation conducted by phone, in the district office, and in external agency offices. May serve as the District Native American Coordinator (DNAC). Attends, participates in, and represents the Department in a professional manner at meetings with Federal, State, and local agencies, consultants, Native American tribes, and with other environmental and community advocacy groups and individuals. The incumbent acts as a collaborative member of an interdisciplinary team.
5%	M	Provides data input and retrieves information from Caltrans and other state-maintained databases. Records field conditions and field work photographically. Prepare and circulate various reports to appropriate state and federal agencies. Files project reports and correspondence in the Cultural Resource files and in Environmental Planning files to maintain a complete and accurate record of project history and decision- making. Training: Incumbent may prepare, lead, and participate in training for other Caltrans cultural resource specialists or consultants, on occasion.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. On individual projects, the incumbent may serve in a lead capacity over other staff or student assistants. May act as lead worker in the absence of his/her supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles and concepts of archeological resources assessment and preservation, archeological techniques and methods. Must possess broad knowledge of the principles and practices of archaeological evaluations as applied to resources within a transportation project context. Must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Branch Chief, Office Chief, district engineering staff, and outside agencies. It is desirable for the incumbent to have graduated from college with a concentration in Archaeology. A Master's degree in Anthropology with a concentration in California Archaeology is preferred. Good understandings of both California and/or American Archaeology are desirable qualities. A basic working knowledge and familiarity with the theories, principles, practices, and techniques of archaeological methodology are also valuable assets in the incumbent.

Ability to apply sound judgment to the evaluation of the significance of archaeological sites for the National Register of Historic Places and as historical resources under CEQA. The incumbent's recommendations for potential National Register eligibility and Section 106 and CEQA effect determinations must be logical and defensible from possible challenges from preservation, community and environmental interest groups.

Must possess common-sense judgment and problem-solving abilities, and be able to render proper judgment in urgent or emergency conditions.

Must have the ability to prepare complex written documents and correspondence in a clear, concise and complete manner, using Standard English vocabulary, grammar, spelling, and punctuation. The incumbent will communicate effectively, presenting clear and persuasive ideas in an oral or written format.

Ability to utilize a computer for the extensive writing, and, on occasion, the database management that the job requires.

The incumbent will prepare visual displays such as maps, graphics, and illustrations requiring graphic production skills, photography skills (35-mm and digital cameras).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for the adequate and timely completion of cultural resource survey and evaluation technical reports to achieve project approval of the environmental document and tasks related to mitigation obligations. The incumbent's work may require decisions about development, sequencing, and prioritization of tasks, tasking work to others, and identifying any other functional unit dependencies. The consequences for error can include unanticipated project delay and project cost overruns.

Because of the typical tasks associated with this position, and so that the adequacy of studies not be subject to legal challenge, with the resultant delays and increased costs, the incumbent should be a recognized and respected expert in identifying and evaluating pre-historic and/or historic archaeological cultural resources.

Because the Archaeologist is frequently the first contact in a proposed project area that the public encounters, the incumbent is required to convey a presence that engenders confidence and shows sensitivity and respect. Failure to do this typically results in a diminishment of respect for Caltrans and an escalation of problems to a higher level for review.

PUBLIC AND INTERNAL CONTACTS

Contact with Federal, State, and local agencies, consultants, Native American tribes, and with other environmental and community advocacy groups and individuals.

Interact with the public in the course of information gathering for proposed projects. Occasional interaction with property owners in the course of conducting field surveys and documenting the potential significance of historic properties.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must establish and maintain collaborative relationships within the District and the Department, and with public agencies for project activities. Must be able to represent Caltrans in a professional manner when attending meetings with federal, state, and local agencies, consultants, Native American tribes, and with other environmental and community advocacy groups and individuals. Must be able to convey a presence that engenders confidence and shows sensitivity and respect.

Must be able to effectively participate as a team member, which requires attendance at meetings and coordination with other team members in the district office for a majority of hours during the work week. The incumbent must be able to effectively handle multiple projects simultaneously, adapt to changes in protocols and priorities, complete projects or tasks within a short time span, and perform with a frequently heavy workload. May be required to travel and to work overtime on occasion.

This job requires good or correctable visual abilities in order to identify and assess cultural resources and to record them. Incumbent must have the physical mobility for survey and mitigation fieldwork in occasionally rough terrain. While performing fieldwork, the employee may be required to walk on uneven terrain and may be required to bend, stoop, or kneel. The employee may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold, or hot weather. The employee may be required to sit for long periods of time using a keyboard and a video display terminal. The incumbent may be required to move large or cumbersome reports from one location to another.

Must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Branch Chief and outside agencies. Must be capable of demonstrating flexibility, firmness, and a calm demeanor when appropriate in potentially physically and emotionally stressful situations. The job requires interaction with many people; therefore, it is important that the employee work with others in a cooperative manner and respect cultural diversity and individual differences in the workforce.

WORK ENVIRONMENT

Duties will require work to be conducted in both office and field environments during normal office hours. The duties will on occasion require work meetings offsite in the offices of other agencies or consultants and public meetings held during

the evening hours. At the district office or other work locations, employee will normally work in a climate-controlled environment and under artificial light.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE