

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

Position Code 1. ARCHLGSEA11R

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Development
4. Civil Service Position Code Description Archaeologist-E	10. Division
5. Working Title (What the agency calls the position) Archaeologist	11. Section Environmental Services Section
6. Name and Position Code Description of Direct Supervisor BENNETT, BREE L; ENVIRONMENTAL MANAGER-3	12. Unit Project Coordination Unit
7. Name and Position Code Description of Second Level Supervisor BARONDESS, MARGARET M; TRANSPORTATION PLANNING MGR-4	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 8 a.m.-5 p.m. or as approved by supervisor
14. General Summary of Function/Purpose of Position This position performs a full range of professional archaeologist assignments including conducting archaeological field work, laboratory work, and research and analysis assignments required by Section 106 of the National Historical Preservation Act (NHPA). This position works to identify and protect cultural resources as part of the Michigan Department of Transportation's (MDOT) overall cultural resource management program in support of the completion of National Environmental Policy Act (NEPA) categorical exclusion and major action environmental documents for transportation projects. This position also conducts archaeological sensitivity and risk analysis and provides guidance for construction permit applicants.	

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: 50

Perform a full range of research and analysis assignments as required by Section 106 of the NHPA and NEPA.

Individual tasks related to the duty:

- Gather information from Sanborn, topographic and various other historic maps to determine the possible presence of historic structures, features, or natural features likely utilized by indigenous peoples (e.g., mineral springs, salt licks).
- Research and summarize archaeological site and survey information from the State Historic Preservation Office (SHPO) to disseminate to the lead archaeologist.
- Research archaeological site and survey information from various libraries statewide and the Library of Michigan.
- Analyze Geographic Information Systems (GIS) environmental layers to determine the archaeological sensitivity of a given project area.
- Review and provide archaeological guidance to MDOT Region staff for construction permit applications.
- Maintain reports and databases necessary to meet program reporting and evaluation requirements as required by the SHPO and the Federal Highway Administration (FHWA). Reports include previous archaeological surveys completed for MDOT projects.
- Monitor and maintain databases to ensure compliance with Section 106, NEPA, and the Environmental Clearance Organizer (ECO).
- Utilize GIS software to map MDOT surveys and sites, analyze map layers and provide recommendations to the lead Archaeologist.

Duty 2

General Summary:

Percentage: 25

Perform archaeological records checks/background research, archaeological field surveys, and monitoring responsibilities in accordance with applicable state and federal laws, regulations, and agency operating/programmatic agreements.

Individual tasks related to the duty:

- Research archaeological records and develop land use histories.
- Consult with government agencies, local historians, private homeowners as required to perform archaeological field work.
- Develop testing and sampling strategies to adequately sample the portions of a given project area with the highest potential to contain archaeological resources.
- Assemble field equipment and obtain supplies and transportation for each archaeological undertaking.
- Perform global positioning systems (GPS) locational data points gathering for beginning and end points of each project and for MDOT related archaeological sites located during surveys.
- Provide all GIS and traditional compass-based mapping required to the lead archaeologist and/or enter into a job specific report.
- Conduct archaeological surveys including performing shovel testing, auger testing, soil probes with attendant screening, and artifact/data collection.
- Provide direction to heavy equipment operators for archaeological deep testing excavations.
- Organize, coordinate, and perform data/artifact transfer to MDOT Archaeology Laboratory.

Duty 3

General Summary:

Percentage: 20

Perform laboratory processing of archaeological artifacts, data analysis and report development in accordance with MDOT archaeological specifications, professional archaeological standards, as required by applicable state and federal laws, regulations, and agency operating/programmatic/memorandum agreements.

Individual tasks related to the duty:

- Receive, clean, and process artifacts.
- Enter data into databases and applications for quantitative and qualitative analyses.
- Record all GPS coordinates with excavations and site location.
- Analyze data and produce draft and final reports on findings with all attendant illustrations, maps, photos, etc. The findings are used to inform the environmental review process under NEPA.
- Provide cataloging and curation assistance to the State of Michigan Museum for transfer and long-term storage of artifacts, data.

Duty 4

General Summary:

Percentage: 5

Promote MDOT's efforts to protect cultural resources and other duties as assigned.

Individual tasks related to the duty:

- Perform special research projects, prepare reports, prepare illustrations, and/or displays, and represent the department at meetings, presentations, and at public outreach events.
- 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.

Identify source material to perform research and determine key points to summarize. The lead Archaeologist is affected since their decisions on project impacts are based upon this information. Identify potential impacts to archaeological sites from construction permit applications; MDOT Region permit engineers are affected as they provide timely service to permit applicants, and this work may delay their activities.

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

Guidance is requested when archaeological resources determination of National Register eligibility is questionable, when conflicting environmental concerns arise, when worker safety is of concern, when problem situations arise that are outside the range of normal operating procedures, or management approval is required to implement the process.

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.

Often operating a computer. Occasionally traversing difficult terrain with exposure to stinging insects, poison ivy, and in variable weather conditions. Occasionally shoveling, screening, and carrying survey equipment and field supplies. Driving or riding to project locations which requires possession of a valid driver's license. Position may require availability outside normal working hours based on operational needs.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

This position performs a full range of professional archaeologist assignments including conducting archaeological field work, laboratory work, and research and analysis assignments required by Section 106 of the NHPA. This position works to identify and protect cultural resources as part of MDOT's overall cultural resource management program in support of the completion of NEPA categorical exclusion and major action environmental documents for transportation projects. This position also conducts archaeological sensitivity and risk analysis and provides guidance for construction permit applicants.

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

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

This work area provides project support to facilitate environmental clearance of department projects. It provides expertise to survey, evaluate, and mitigate environmental impacts of department projects. It provides departmental expertise on environmental laws and regulations and ensures compliance with same. This position directly supports the archaeological research and preservation responsibilities of MDOT in executing our project review and environmental clearance responsibilities.

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.

Possession of a master's degree in archaeology or a field of anthropology, including completion of archaeological field school preferred.

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:

The ability to:

- Interpret and apply federal and state historic preservation laws.
- Work without close supervision.
- Maintain a professional demeanor even under the most stressful circumstances.
- Write, organize, and communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required.

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.

none

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

ASHLEY PARSONS

10/31/2024

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