

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. ARCHLGSE

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LEO-MSF-MEDC
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Archaeologist-E	<b>10. Division</b> State Historic Preservation Office
<b>5. Working Title (What the agency calls the position)</b> BEAD Project Reviewer - Archaeologist	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> SCHUMAKER, RYAN; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> CASBY, MATTHEW; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 300 N. Washington Sq. Lansing, MI 48913 / Monday – Friday; 8:00 a.m. – 5:00 p.m.

**14. General Summary of Function/Purpose of Position**

This position serves as an Archaeologist and provides analysis and review for the Michigan Highspeed Internet (MIHI) Office for their Broadband Equity, Access, and Deployment (BEAD) Federally-funded projects as required under Section 106 of the National Historic Preservation Act (NHPA) of 1966. This includes evaluating the effects of projects as they affect historic resources and involves analysis of project applications and documentation. This position works with internal and external stakeholders to provide customer service, case management, research assistance, and complete project reviews. The position also assists with data entry into the SHPO's Argus CRIS database.

**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: 65**

Conducts reviews of BEAD-funded projects statewide under Section 106 of NHPA. Provides support services to MIHI, their consultant, subgrantee's and their consultants in meeting various regulatory requirements under Section 106 of the NHPA. Provide process, evaluation, and research support to Archaeologists and other SHPO team members related to the Section 106 review process.

**Individual tasks related to the duty:**

- Reviews and analyzes project application and supporting project documentation to verify information needed to facilitate the SHPO's review and evaluate information to determine National Register eligibility.
- Works with MIHI and BEAD subgrantees, as well as their consultants to ensure sufficient reliable information is available to ensure a timely review.
- Evaluates and assesses the effects of federal undertakings on historic resources, including property sites, districts, and objects. Coordinate with other SHPO staff as required.
- Review project information and examine locations with respect to known archaeological sites and environmental characteristics to assess archaeological sensitivity.
- Require Phase I archaeological reconnaissance surveys when appropriate.
- Require Phase II archaeological evaluations when appropriate.
- Consistently interpret and apply Section 106 regulations in a variety of cases and contexts.
- Provide technical advice and assistance to stakeholders in the interpretation, application and requirements of Section 106 of the NHPA, and on crosscutting preservation issues affecting Section 106 stakeholders.
- Consistently understand and navigate often complex Section 106 cases for an optimal outcome.
- Respond to stakeholder inquiries about Section 106 consultation and project status and perform project status checks.
- Conduct research in support of Section 106 and survey project submittals.
- Analyze Section 106 requirements and provide regular updates to SHPO leadership and Senior Archaeologist on important and controversial Section 106 cases.
- Process federal project reviews including evaluating completeness of Section 106 applications, evaluation of whether applicants followed State Archaeological Standards, and responding to incomplete applications and notifying applicants of deficiencies.

**Duty 2**

**General Summary:**

**Percentage: 25**

Provide quality assurance and data integrity review for Section 106 process. Review and analyze Site/District Information used by Section 106 Review Staff to ensure completeness, consistency, and accuracy. Assist with data entry into the SHPO's Argus CRIS database.

**Individual tasks related to the duty:**

- Complete the documentation and recordation of project reviews, ensuring all necessary project-related documents are in the project file including logging and tracking of projects in SHPO's Argus CRIS database.
- Analyze, identify and update information on listed and eligible sites, historic districts, and surveys in the SHPO records.
- Evaluate and make recommendations to the SHPO National Register Coordinator and State Historic Preservation Officer regarding historic significance and eligibility for the National Register of Historic Places.
- Analyze processes and make recommendations to Cultural Resource Protection Manager to improve data quality and integrity across programs administered by the team.
- Demonstrated knowledge of GIS functionality and processes to ensure that data necessary to perform Section 106 reviews is available and archived in State GIS database.

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Conduct annual file retention and disposal activities.
- Special projects as assigned.

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

- Completion of routine record management.
- Initial decisions of eligibility and evaluating the effects of federal undertakings on historic resources.
- Decisions about which project reviews require more information and when other staff members need to be consulted.
- Decisions will affect Section 106 applicants and Section 106 staff.
- Decide whether to require archaeological surveys.
- Recommend whether archaeological sites meet criteria of eligibility for the NRHP.
- Determine the acceptability of technical reports.
- Make judgments in the field regarding potential impacts to archaeological sites.
- Determine the adequacy of preservation strategies proposed for archaeological sites.

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

- Instruction on the handling of documents, data or materials.
- Direction on issues related to Section 106 of the National Historic Preservation Act and data consistency for GIS system.
- Final decisions of effect when historic properties are identified.
- Decisions about high profile or sensitive projects.
- Decisions that involve a significant investment of resources.

**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.**

A typical office environment, computer work, some travel, inspections of historic buildings. Some lifting of files and boxes.

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

Provide Section 106 of the National Historic Preservation Act of 1966 (Section 106) review and process support, including customer service, project processing, research, and project reviews for MIHI's BEAD-funded projects. Evaluate the effects of projects on historic resources. Provide quality assurance and data integrity review for Section 106 process. Evaluate and analyze Site/District Information used by Section 106 Review Staff to ensure completeness, consistency, and accuracy.

**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?**

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. The Cultural Resources Protection Section of this office reviews and comments on all federally assisted projects for their impacts on properties listed or eligible for listing in the National Register of Historic Places. This position will be responsible for the timely review of federal projects funded under the BEAD program and administered by MIHI and the associated data management.

**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.

Preferred:

Possession of a master'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.

**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.
- Experience with Section 106 of the National Historic Preservation Act.
- Demonstrable knowledge of the prehistoric and historical archaeology of Michigan and the Great Lakes Region.
- Should be well organized and able to communicate effectively.
- Office administration and organizational skills, attention to detail and time management skills.
- Ability to determine priorities and meet deadlines.
- Ability to work well both independently and as a team member.
- Ability to conduct research, evaluate significance, analyze complex issues and concepts, and clearly explain technical information to public and others.
- Demonstrated experience working in Microsoft Office Suite of programs.
- Experience with creating and editing in ArcGIS using ArcPro is 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

Appointing Authority

8/13/2025

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