

**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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO-MSF-MEDC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Archaeologist-E	10. Division State Historic Preservation Office
5. Working Title (What the agency calls the position) Archaeologist	11. Section
6. Name and Position Code Description of Direct Supervisor SCHUMAKER, RYAN; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor CASBY, MATTHEW; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 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 supporting the Michigan Highspeed Internet (MIHI) Office on federally funded Broadband Equity, Access, and Deployment (BEAD) projects. This position is responsible for the analysis, interpretation, and integration of archaeological and aboveground site and survey data into the SHPO's Argus (CRIS) database. Duties include extracting and interpreting data from current and legacy submissions, creating authoritative digital records, and addressing a backlog of unentered site and survey documentation. This position also involves digitizing cultural resource boundaries using ArchPro, incorporating submitted shapefiles, and contributing to the maintenance and accuracy of SHPO's GIS system.

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

Analyze, extract, and create archaeological and aboveground site and survey records in Argus, including both current submissions and legacy backlog data. Apply professional judgment to interpret documentation and ensure accurate, standards-compliant entries in the SHPO cultural resource database.

Individual tasks related to the duty:

- Record and interpret reports of archaeological sites in the state site file; maintain and update the computerized site file.
- Prepare technical reports, correspondence, and summaries based on archaeological sites and surveys, including entry into the Argus system for both archaeological and above-ground resources.
- Develop, create, and maintain high-quality digital records for archaeological sites and surveys, including entry into the Argus system for both archaeological and above-ground resources.
- Develop and maintain accurate records of aboveground data in Argus for existing SHPO site and survey files.
- Extract, interpret, and evaluate archaeological site data from reports, Section 106 applications, and site forms.
- Extract and analyze above-ground data from reports, Section 106 applications, and inventory forms to be entered into Argus.
- Conduct quality assurance reviews to ensure data integrity, accuracy, and alignment with SHPO's cultural resource data standards.
- Apply data governance protocols, including SHPO naming conventions to support consistent archival practices and future retrieval.
- Manage and upload digital documentation to corresponding records in Argus.
- Identify, assess, and resolve data gaps or inconsistencies through analytical review of archaeological and historical records.
- Investigate and reconcile gaps in the database.
- Evaluate existing records for accuracy and completeness; revise and enhance data in Argus as needed.
- Link reports and all associated site and project records in the database as identified and needed.
- Collaborate with SHPO's Database Administrator and Senior Archaeologist to verify sufficient documentation exists for National Register of Historic Places determinations of eligibility for sites.
- Collaborate with SHPO's Database Administrator and Senior Archaeologist to ensure data reporting standards are met.
- Provide analytical support to SHPO BEAD team members by providing data needed to complete project reviews.

Duty 2

General Summary:

Percentage: 40

Map archaeological and aboveground sites and surveys in ArcPro.

Individual tasks related to the duty:

- Map new reports and sites into the SHPO's GIS using ArcPro.
- Digitize sites from SHPO's backlog of site and survey data in GIS using ArcPro.
- Perform Quality Control on all data being entered into GIS.
- Work with SHPO's Database Administrator, Senior Archaeologist, and Survey Coordinator to identify site and survey backlogs.
- Work with SHPO's Database Administrator and Senior Archaeologist to ensure data reporting standards are met.
- Support other SHPO BEAD team members by providing data needed to complete project reviews.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- 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 and data review.
- Decisions about which project reviews require more information and when other staff members need to be consulted.
- Determine the quality of the data prior to entry into Argus.

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

- Instruction on the handling of documents, data, or materials.
- Direction on the validity of documentation regarding determinations of National Register of Historic Places eligibility.
- Direction on issues related to data consistency for Argus and the GIS system.
- 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 and repetitive computer work. 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"/> 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?

Supporting the Michigan Highspeed Internet (MIHI) Office on federally funded Broadband Equity, Access, and Deployment (BEAD) projects. This position is responsible for the analysis, interpretation, and integration of archaeological and aboveground site and survey data into the SHPO's Argus (CRIS) database. Duties include extracting and interpreting data from current and legacy submissions, creating authoritative digital records, and addressing a backlog of unentered site and survey documentation. This position also involves digitizing cultural resource boundaries using ArcPro, incorporating submitted shapefiles, and contributing to the maintenance and accuracy of SHPO's GIS system.

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 assisting with database management under the BEAD program and administered by MIHI.

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.

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:

- Intermediate ability in the use of computer programs such as MS Office suite, ArcGIS, and any other data management software.
- Ability to think quickly and analytically.
- Detail oriented with the ability to successfully undertake Quality Assurance/Quality Control.
- Able to maintain confidentiality for records as noted by SHPO.
- Comfortable with repetitive work.
- Able to work reliably and well both independently and in a team environment.

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

9/3/2025

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