

## 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> Community Development
<b>4. Civil Service Position Code Description</b> ARCHAEOLOGIST SPECIALIST 2	<b>10. Division</b> State Historic Preservation Office (SHPO)
<b>5. Working Title (What the agency calls the position)</b> Senior Archaeologist	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> MACFARLANE-FAES, MARTHA L; HISTORIAN MANAGER-4	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> RODMAN, MARK A; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 300 N. Washington Sq. Lansing, MI 48913 / Mon-Fri 8a-5p, or approved alternative schedule
<b>14. General Summary of Function/Purpose of Position</b>  Serve as the specialist resource for archaeological expertise and policy within the State Historic Preservation Office (SHPO) and the State of Michigan. Carry out archaeological functions and advise local, state, and federal agencies, Tribes, organizations, and the public regarding Michigan archaeology. Manage the state's archaeological collections and data to preserve the state's heritage for the benefit of its citizens.	

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**

In coordination with Michigan SHPO and Deputy SHPO, carry out the archaeological aspects of the federal Historic Preservation Program and applicable state policy and law, including those state archaeological duties for which SHPO is responsible under Executive Orders 2007-53, 2009-32, and 2019-13 and PA 451 of 1994, as amended.

**Individual tasks related to the duty:**

Serve as staff specialist for archaeology within the SHPO.

**Project Review and Consultation:**

- Oversee Section 106 review by archaeology staff of complex and potentially controversial projects and evaluate recommendations for project comment.
- Determine comment recommendations to be made to the State Historic Preservation Officer regarding complicated and potentially sensitive projects.
- Develop, review, comment on and negotiate outcomes on archaeological elements of Section 106 consultation documents, including Programmatic Agreements, Memoranda of Agreement, Nationwide Agreements, covenants, and easements.
- Provide assistance to federal agencies and other entities in meeting compliance requirements of the NHPA and state law.
- Participate in consultation meetings with legislators and other government officials when necessary to complete the S. 106 review process involving archaeological issues.

**Survey and Identification:**

- Provide guidance to senior-level and experienced-level staff on questions regarding requests for archaeological surveys.
- Make decisions about national register eligibility of archaeological sites.
- Provide advice and guidance on determinations of eligibility for the National Register of Historic Places with regard to Traditional Cultural Properties.

**Tribal Consultation:**

- Participate in Tribal consultation for archaeological mitigation projects under Section 106 of the National Historic Preservation Act (NHPA).
- In cooperation with other state agencies and Tribes, reach final decisions regarding the disposition of human remains, funerary objects and objects of cultural patrimony under the Native American Graves Protection and Repatriation Act (NAGPRA).
- Advise SHPO leadership and staff in matters concerning Tribal Consultation as well as Tribal culture and concerns.

**State Archaeological Policy:**

- To the extent allowable under State law, collaborate with other departments and agencies on archaeological issues as directed by SHPO leadership.
- Serve as advisor to federal, state and local agencies and the public regarding archaeological policy and procedures in Michigan.

**Duty 2**

**General Summary:**

**Percentage: 20**

Provide advice and guidance on archaeology-related issues on state land and for state-issued permits. Collaborate as needed with the Michigan Department of Natural Resources and the Michigan History Center to resolve issues, make final decisions about whether a permit will be issued, and determine conditions that may be attached to a permit.

**Individual tasks related to the duty:**

Under the guidance and direction of SHPO leadership, participate in the review of projects on state land and/or receiving relevant state permits. Review and comment on archaeological issues throughout Michigan that do not fall under S. 106 of the NHPA. This would include:

- Participate in the application and review process for permitting for archaeological exploration on state land and projects receiving state permits. Review and sign permits.
- Review and sign permits for recovery of artifacts from shipwrecks on state-owned bottomlands.
- Approve the release of antiquities rights on state land.
- Advise state agencies, law enforcement, private landowners, local governments and others in procedures involving the discovery of human remains and artifacts
- Periodically evaluate application forms and the application process and revise, as necessary.

**Duty 3**

**General Summary:**

**Percentage: 10**

Oversee the maintenance of the state Archaeological Site File, and process, organize, and curate associated supporting records, documents and artifact collections.

**Individual tasks related to the duty:**

- Review reports and other documents for data to be added to the Site File.
- Collaborate with professional archaeologists, avocational archaeologists, divers, DNR staff, other state and federal agencies and the public to expand the Archaeological Site File data base.
- Assist archaeologists, consulting firms, THPOs, tribes, and federal, state, and local agencies in using the archaeological site file for research and CRM purposes.
- Develop and carry out provisions for the safety, security, and integrity of statewide Archaeological Site File.
- Oversee work of SHPO staff and consultants utilizing Archaeological Site File.
- Make policy decisions regarding confidentiality and issues of access to site file information, appropriateness of including or excluding certain data from the site file, and changes to the structure or the format of the site file.

**Duty 4**

**General Summary:**

**Percentage: 10**

Participate in the management of archaeological collections.

**Individual tasks related to the duty:**

- Resolve conflicting viewpoints and participate in final decisions regarding the acquisition, curation, disposition, and loan of collections.
- Ensure compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) for existing collections and new accessions. Such tasks include, but are not limited to custodial care of human remains and funerary objects during the NAGPRA process, publication of Notices of Inventory Completion, distribution of invitations to consult to appropriate Tribes, engaging in consultation with Tribes and other parties as appropriate, and completion of the process of transfer of control, as appropriate.
- Assist in the development and execution of provisions for the safety, security, and integrity of statewide archaeological collection.
- Participate in the development of collections management policies and procedures.
- Collaborate on maintenance of environmental conditions in the collections storage area.

**Duty 5**

**General Summary:**

**Percentage: 10**

Engage in public and professional outreach and education.

**Individual tasks related to the duty:**

- Develop and implement education and outreach programs for the public.
- Provide guidance to archaeology staff regarding appropriate program structure and content across the variety of groups, organizations, and agencies that are interested in learning about archaeology.
- Give presentations to government agencies, clubs and organizations, university classes, school groups, and other interested parties.
- Respond to requests from the public for information and assistance.

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

Decisions regarding effects to archaeological resources under Section 106.  
 Decisions to request archaeological surveys.  
 Decisions on eligibility of archaeological sites for listing in the National Register of Historic Places.  
 Decisions to accept donations of artifacts or collections.  
 Decisions to approve permits for archaeology on state land and other statewide permits.

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

Decisions about contents of formal consultation documents like MOAs.  
 Decisions regarding complex or controversial projects and circumstances.

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.

The position includes lifting heavy objects, walking over uneven and sometimes difficult terrain, carrying gear, and digging with hand tools. This position involves exposure to adverse weather conditions and natural hazards of the outdoors such as poison ivy, biting and stinging insects, etc.

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?

Serve as the specialist resource for archaeological expertise and policy within the State Historic Preservation Office (SHPO) and the State of Michigan. Carry out archaeological functions and advise local, state and federal agencies, tribes, organizations and the public regarding Michigan archaeology. Manage the state's archaeological collections and data to preserve the state's heritage for the benefit of its citizens.

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

Minor updates to duties.

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. This position serves as the specialist resource for archaeological expertise and policy within the State Historic Preservation Office (SHPO).

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Possession of a master's degree in archaeology or a field of anthropology.

**EXPERIENCE:**

**Archaeologist Specialist 13**

Four years of professional experience equivalent to an Archaeologist, including two years equivalent to an Archaeologist P11 or one year equivalent to an Archaeologist 12.

Preferred candidate will also satisfy the minimum qualifications for historic or prehistoric archeology, as dictated by the [Secretary of the Interior's Professional Qualification Standards for Archeology and Historic Preservation](#)

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the assigned program specialty. Knowledge of the state and federal laws related to the work. Knowledge of the principles, practices, and techniques of archaeology.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

*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.*

MARKIE JUSTICE

8/12/2021

\_\_\_\_\_  
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