

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

3. Service

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

☐ Redescription
☐ Reestablishment

☐ New
☒ Other

☐ Hdqtrs ☒ Field

Explanation (Show any positions replaced)

NPS Standard Position Description
Resources Careers

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1-Non-Sensitive ☐ 3-Critical
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

*R17

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

Archeologist

GS

0193

11

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

Archeologist

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

National Park Service

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

J. LYNN SMITH
HUMAN RESOURCES PROGRAM MANAGER

Signature

Date

JUN 30 1999

22. Position Classification Standards Used in Classifying/Grading Position

See Classification Evaluation Statement for Standards Used to Grade this Position.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks *Agency Use Code should be entered in FPPS as last three spaces of position allocation number.

25. Description of Major Duties and Responsibilities (See Attached)

**NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION**

**Archeologist
GS-193-11**

Introduction

The incumbent serves as a cultural resources specialist for one or more parks where archeological resources comprise a major part of the park story. The park may be one where archeological resources are predominant, or where natural resources are predominant but where significant archeological resources are present. Professional fields of study must be pertinent to the park's resources and themes.

Major Duties (80-100%)

Is responsible for, or makes significant contributions to, the resources management plan, interpretive prospectus, and spin-off documents such as specific plans, action plans, revisions, and fiscal and budget documents.

Serves as an advisor to park management on cultural resources. Identifies, evaluates, and monitors cultural resources, identifies potential threats, and makes recommendations to management regarding status and mitigation of impacts (present and future).

Represents the superintendent when working with others on archeological matters. Develops and maintains liaisons and effective working relations with related groups and individuals, agencies, and the public. Attends management and professional conferences and other events for the purposes of exchanging information and advancing advocacy for park stewardship.

Coordinates park cultural resources strategies and programs with those on adjacent lands for the purposes of achieving broad protection strategies and minimizing human impacts.

Negotiates cooperative and interagency agreements and other cooperative instruments needed to effectively carry out resource stewardship goals.

Determines research needs and coordinates efforts toward obtaining research through various programs, grants, and contracts. Reviews archeological research project proposals, scopes of work, and task directives prepared for planning and other management purposes, including resources management plans. Serves as the Contracting Officer's Technical Representative for projects conducted through contracts, interagency agreements, and cooperative agreements. Coordinates research and reviews documents.

Plans and conducts archeological research for planning documents, including general

management plans, resources management plans, environmental impact statements, environmental assessments, archeological overviews and assessments, and archeological field investigations of all types, as required to meet the needs of the park.

In cooperation with appropriate staff, researchers, and partners, the incumbent designs, implements, and supervises multi-phased archeological projects involving documentary, archival, and collections research; field investigations (both survey and excavation); laboratory analysis of recovered data; and professional report writing.

Assembles bibliographies and acquaints park staff with recent archeological scholarship pertinent to the park's resources and themes. Summarizes and interprets highly technical materials for park staff. Produces and maintains a site-specific database for the park.

Provides peer review for NPS and non-NPS archeological studies, as requested. Seeks peer review for own work.

Incorporates appropriate GIS technology into job to provide comprehensive and scientifically sound answers to inquiries from managers and others. Uses automatic methods of data collection, analysis or illustration. Inputs data into digital form and uses computer applications for data analysis, manipulation, and presentation.

Is responsible for or makes significant contributions to the preparation of historic preservation documentation, compliance, and background materials for clearances, permits, licenses, etc., as required by Section 106 and Section 110 of the National Historic Preservation Act (NHPA), Native American Graves Protection and Repatriation Act (NAGPRA), Archeological Resources Protection Act (ARPA), NPS Management Policies, and cultural resources management guideline for planning and construction projects that involve cultural resources for all park undertakings. Recommends, plans for, and executes archeological investigations required to meet NHPA, ARPA, NPS guidelines, and the research needs of the park. Reviews projects initiated by park staff and makes recommendations for approval to managers.

Consults with cultural resource professionals to keep informed of new developments, research, etc. Evaluates pertinent professional literature and provides management with recommendations.

May carry out program management duties by developing work plans and schedules, scopes of work, cost estimates, and proposals and/or grants to justify funding requests and accomplish goals. May administer and track project funds and prepare accomplishment reports, as needed. Maintains awareness of applicable funding sources within NPS and outside.

May represent park on NPS regional task groups or similar organizations. Makes

presentations in parks, public gatherings, and professional meetings.

May supervise seasonal, temporary, permanent, VIP, and other personnel, but less than 25% of the time.

Factor 1. Knowledge Required by the Position Level 1-7; 1250 points

Knowledge of NPS planning and management requirements and guidelines so that plans result in programs that provide adequate long-term protection for resources.

A knowledge of the cultural resources common to the region in which the park is located, together with a broad, well-rounded knowledge of North American (or other relevant area) prehistory and a specialized understanding of the specific prehistoric and historic cultures and themes which are significant to the park and its archeological resources. Such knowledge is used to plan, carry out, and evaluate cultural resources studies and assess the value and quality of investigative results, and to evaluate the significance and proper management or interpretive treatment of archeological resources.

Knowledge of the laws, regulations, policies, and procedures that govern cultural resources management in order to provide advice and assistance to park staff concerning the implementation of NPS programs pertaining to the identification, preservation, and enhancement of cultural resources.

Basic knowledge of program management and administration of budgets, contracts, and personnel.

Thorough and comprehensive knowledge of fundamental principles, methods, and theories in archeology acquired through education and experience. Is able to plan approaches and develop methods of accomplishment for assigned research projects. This includes the ability to comprehend and apply complex theoretical considerations and new developments in the technical literature of archeological and related scientific disciplines.

Skill to plan and carry out complex management and science programs so that the resource stewardship needs of the park are met in a cost effective, efficient, timely, and professional manner.

Thorough training in the solution of technical and scientific problems through the application of scientific methodology. Skill in use of relevant research tools such as photographs, statistics, maps, remote sensing, oral history, field mapping, and measured drawings. Ability to identify and use pertinent ecological data in analysis of cultural resources.

Knowledge of methods and practices in related fields such as museum management, history, cultural anthropology, historical architecture, historical landscape architecture, and natural resources management.

Knowledge of computer hardware, software, and application so that information, primarily field data, can be processed, summarized, and reports generated.

Ability to write in manuscript format at a level acceptable for professional publications, to express thoughts and present data clearly, and to develop ideas in logical sequence in research studies, surveys, reports, management plans, instructions, guides, etc. Plus, the ability to communicate effectively both orally and in writing with professional and non-professional audiences.

Factor 2. Supervisory Controls Level 2-4--450 points

The supervisor sets the overall goals and resources available. Guidance is provided only to determine priorities, approve work plans, and assist in working through unprecedented situations that have a bearing on the overall program.

The incumbent is expected to plan, design, implement, and manage the program with a minimum of direct supervision. The incumbent resolves most problems that arise and coordinates the work both within the work unit and with other park divisions. Independent judgement is required on a regular basis in developing, testing, and refining procedures and methods, and in the application of these methods in the field.

The incumbent is expected to independently design and carry out specific projects and assignments to their completion. Archeologists with a higher level of expertise may or may not be available for consultation as work progresses, though arrangements for such consultation are possible if significant problems are encountered. The incumbent keeps the supervisor informed of progress, potentially controversial problems, and concerns, issues or other matters having far-reaching implications. The supervisor evaluates the completed work based on general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

Factor 3. Guidelines Level 3-3; 275 points

Guidelines include laws, regulations, policies, scientific protocols, plans, procedures, and any additional directions given and defined by the supervisor. Although available, they are not completely applicable to the work or have gaps in specificity. The employee uses judgement in interpreting and adapting guidelines for specific cases or problems, then analyzes results to recommend changes.

Sound judgement must be exercised in the performance of duties where gaps in specificity or conflicts among guidelines occur. The incumbent uses judgement in determining which appropriate alternatives should be used, and in interpreting and adapting guidelines for application to specific situations or problems. The incumbent is expected to know when work is precedent setting, affects policy, and requires supervisory review, or needs review at a higher level of expertise within the relevant discipline.

Factor 4. Complexity Level 4-4; 225 points

National park units are complex landscapes combining a diversity of cultural resources and natural or managed communities. The variety of knowledge and ability required to effectively carry out the archeological program is extensive and requires the incumbent to adopt a highly creative approach to program management that utilizes the expertise of a wide range of cooperators. The work includes varied duties that require many different and unrelated process and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. Many decisions are made concerning such things as interpretation of considerable data, planning the work or refinement of the methods and techniques to use.

The incumbent must exercise professional skills in archeological research, evaluation, and writing. Information derived must be reorganized, interpreted, and presented to reflect supportable hypotheses and themes. The incumbent must conduct research in separate subject areas and be able to draw upon research and sources of several subfields of archeology related to the prehistory and history of the park. Application of strict quality control measures is essential to assure credibility of findings. Multiple themes and diverse types of resources are involved in research and planning assignments.

Incumbent must exercise good professional judgement in ensuring the appropriate consideration of archeological resources in the overall picture of park operations, development, interpretation, and resources management. This includes identification of resources, evaluation of their significance, development of management options that take into account all levels and areas of concern, and preparation of plans to preserve, conserve, mitigate impacts, and manage the resources.

Factor 5. Scope and Effect Level 5-3; 150 points

The core long-term mission of the agency in all NPS units is the preservation and effective management of the natural and cultural resources for which the park was established. The successful accomplishment of the duties of this position provides archeological data for management decisions requiring archeological input; reconstruction, restoration or stabilization work on archeological sites and structures; determination of the location and extent of resources; preparation and completion of cultural/archeological segments of management plans; and the development and updating of interpretive themes. Using results of research conducted by incumbent or others, provides technical advice to park managers regarding the full scope of cultural resources in the park.

The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The product or service affects the design or operation of programs, and the adequacy of activities such as field projects or research conclusions.

Management strategies developed and conducted by the incumbent are essential to maintaining the resources. Information gained through research, inventory, and

monitoring provide the scholarly and professionally credible basis for all management decisions, thereby directly affecting the current and future integrity of the resources.

Factor 6. Personal Contacts Level 6-3; 60 points

Contacts are made with management and staff in parks, Harpers Ferry, Denver Service Center, archeological and cultural resources centers, and regional and support offices, other archeologists and subject matter experts both within and outside the agency, and state historic preservation offices. Contacts are made with individuals in related professions such as architecture, anthropology, history, archives, and library sciences. Contacts also include members of archeological organizations, and municipal, county, and/or state officials, Native American organizations and individuals, the interested public, and other private sector representatives. Contacts typically are not established on a routine basis, and the role and authority are identified and developed during the course of the contact.

Factor 7. Purpose of Contacts Level 7-2; 50 points

The purposes of the contacts are to provide professional advice to managers and other staff; to exchange information; to maintain continuing consultative or collaborative relationships with fellow archeologists and professionals in other related disciplines; to collect archeological data; to train; to comply with historic preservation legislation; to coordinate and advise on mutual work efforts and research; to procure supplies and materials; and to secure cooperation for park programs from other agencies, individuals or interest groups.

Factor 8. Physical Demands Level 8-2; 20 points

The position may require strenuous physical activity including periods of standing, walking, climbing, and lifting and carrying heavy objects. Some activities will occur in physically dangerous areas or settings. Documentary research and report writing work are sedentary, which entails the ability to concentrate and write for long periods of time.

Factor 9. Work Environment Level 9-2; 20 points

Work is performed both indoors and outdoors in all types of weather. Assignments may be performed in potentially hazardous areas including steep slopes, rocky terrain, volcanoes, caves, firelines, arctic environments, swamps, deserts, and forests. Flying in fixed-winged aircraft and helicopters is possible.

Total Points 2500