

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

*R16

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

Cultural Anthropologist

GS

0190

11

d. First Level Review

e. Recommended by Supervisor or Initiating Office

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

Cultural Anthropologist

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

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

Signature of Employee (optional)

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**

**Cultural Anthropologist
GS-190-11**

Introduction

The incumbent provides professional staff assistance to management in the development, review, analysis, evaluation, and monitoring of programs in applied cultural anthropology/ethnography in the park or a related group of parks. The cultural anthropologist/ethnographer identifies present-day American Indians and other Native Americans, African Americans, Hispanics, Euro-Americans, Pacific Islanders, Caribbean, and other contemporary groups with traditional associations to park resources, establishes contacts, and consults with them. Professional fields of study must be pertinent to the park's resources and themes.

Major Duties (80-100%)

Advises park management on park natural (flora and fauna) and cultural ethnographic resources (sites, structures, objects and landscapes) and the contemporary people who value them. Monitors the conditions of ethnographic resources, identifies potential threats, and makes recommendations regarding the mitigation of present and potential impacts.

Represents the superintendent when working with others on matters related to contemporary people and ethnographic resources. Develops and maintains liaisons and effective working relations with American Indians and other Native Americans, African Americans, Pacific Islanders, Caribbean, and their ancestors, and other park-associated groups and individuals, agencies, and the public. Attends management and professional conferences and other events for the purpose of exchanging information and advancing advocacy for park stewardship.

Makes significant contributions to the cultural resources management plan, interpretive prospectus, and spin-off documents such as specific plans, action plans, revisions, and fiscal and budget documents.

Represents the park on NPS regional task groups or similar organizations. Makes presentations in parks, public gatherings, and professional meetings on anthropological resources and research results.

Coordinates park cultural anthropology/ethnography strategies and programs with activities on adjacent lands for the purposes of achieving broad protection strategies and minimizing human impacts.

Identifies and establishes contacts with present-day neighboring communities, American Indian or other Native Americans, African Americans, Hispanics, Euro-Americans, Pacific Islanders, Caribbean, and other cultural and social groups with

traditional associations to park resources, establishes contacts and consults with them, and prepares memorandums of agreements. Assists in consultations for Native American Graves Protection and Repatriation Act (NAGPRA), American Indian Religious Freedom Act (AIRFA), National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA) as well as executives orders, NPS policies and guidance on relations between park-associated peoples and the ethnographic resources they value.

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 needed research through various programs, grants, and contracts. Reviews anthropological 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. Collaborates with regional ethnographer, researchers, and others to develop contracts, monitor progress, and evaluate results.

Arranges and conducts ethnographic research for planning documents, including general management plans, resources management plans, environmental impact statements, and environmental assessments as required to meet the needs of the park. Collaborates with ethnographers in NPS and elsewhere to develop and execute professional studies.

In cooperation with appropriate staff, researchers, and partners, the incumbent designs, implements, and supervises professional applied ethnographic projects involving documentary, archival, and collections research; ethnographic overviews and assessments, ethnohistories, and ethnographic and traditional use studies of all types, field studies involving contemporary peoples and communities and their recent past, evaluation of collected data, and professional report writing.

Assembles bibliographies and acquaints park staff with recent anthropological scholarship pertinent to the park's resources and themes. Summarizes and interprets technical materials for park staff. Produces and maintains a site-specific database for the park and collaborates in developing the park Ethnographic Resource Inventory.

Develops and conducts training programs on ethnographic concerns such as cultural awareness, consultation, and compliance, and participates in regional and servicewide training courses about people and park resources.

Locates source material within and outside the park, and makes recommendations and/or determinations of significance for additions to the museum and archive collection.

Develops ethnography program documents and files as described in the ethnography section of the cultural resource guidance in NPS 28 Cultural Resources Management.

Is responsible for or makes significant contributions to the preparation of historic preservation documentation, compliance, and background materials as required by Section 106 and Section 110 of NHPA, NAGPRA, NPS Management Policies, and cultural resources management guideline for all park undertakings. Recommends, plans for, and executes professional cultural anthropological investigations required to meet NHPA, NAGPRA, guidelines, and research needs of the park. Reviews projects initiated by park staff and makes recommendations for approval to park managers.

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

Maintains communication with and participates in meetings organized by the regional ethnographer and periodic servicewide meetings organized by the chief ethnographer in the National Center.

Assists in providing professionally accurate cultural resources interpretive programs.

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 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.

Professional knowledge of the natural and cultural ethnographic resources in the area for which the park is located; a broad, well-rounded professional knowledge of contemporary cultures and traditional use patterns in rural and urban North America, Pacific Islands, Caribbean or other relevant area; and a specialized understanding of the specific historic and modern cultures and groups that are significant to the park and its ethnographic resources. Such knowledge is used to plan, carry out, and weigh cultural anthropological resources studies, assess the value and quality of investigative results, and evaluate the significance and proper management or

interpretive treatment of ethnographic resources.

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

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

Thorough and comprehensive knowledge of fundamental principles, methods, and theories in cultural anthropology acquired through education and professional field research experience. Is able to plan approaches and develop methods of accomplishment for assigned research projects. This includes the design, conduct, and evaluation of professional field and documentary research on contemporary peoples and communities and their recent past.

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.

Proficiency in assessing and directing professional quality research including selection of researchers, sources, methods, completeness, conformance to cultural anthropological standards and NPS policies, and soundness of conclusions and recommendations.

Ability to communicate information and policies to the public in culturally sensitive ways, especially in settings involving culturally diverse people and concerns.

Ability to understand pertinent ecological data in analysis of natural resources with cultural significance.

General awareness of methods and practices in related fields such as museum management, history, archeology, historical architecture, historical landscape architecture, and natural resources management.

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, 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. Anthropologists 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 work completed 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 cultural anthropology 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 anthropological 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 anthropology related to contemporary peoples and communities traditionally associated with the park. 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 anthropological 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 the anthropological data for use in management decisions, determination of the location and extent of resources, preparation and completion of cultural/anthropological segments of management plans, and development and updating of interpretive themes. Using results of research conducted by incumbent or others, provides professional advice to park managers regarding the full scope of cultural resources.

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 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, regional and support offices, other anthropologists, and subject matter experts both within and outside the agency. Contacts are made with individuals in related professions such as architecture, archeology, history, botany, archives, and library sciences. Contacts also include members of anthropological organizations, and municipal, county, and/or state officials, Native American organizations and individuals and other traditionally associated groups, 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 other anthropologists and professionals in related disciplines; to collect anthropological data; to comply with historic preservation legislation; to train; and to coordinate and advise on mutual work efforts and research; to procure supplies and materials; and to secure cooperation of park programs from other agencies, individuals or interest groups.

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

Field work may require physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; and recurring lifting and carrying moderately heavy to heavy items. Documentary research and report writing work is sedentary, which entails the ability to concentrate and write for long periods of time.

Factor 9. Work Environment Level 9-1; 5 points

Work is performed in both an office setting and occasionally outdoors with moderate risks.

Total Points 2485

Resources Careers