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**NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION**

**Cultural Anthropologist
GS-190-12**

Introduction

The incumbent provides professional advice and guidance 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, establish contacts, and consults with them. Professional fields of study must be pertinent to the park's resources and themes.

Major Duties (80-100%)

Directs an intricate program of cultural anthropology/ethnography activities that involve sensitive and complex issues that may impact a wide variety of park issues.

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

Assists cultural anthropology/ethnography staff in parks, centers, and support offices by providing direct professional and programmatic advice and support.

Carries 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.

Develops and implements long range plans for the inventory, evaluation, documentation, preservation, research and interpretation of the cultural anthropological resources within the appropriate mission, objectives, and resources contexts.

Develops guidelines to deal with the more complex or unusual problems, or with novel, undeveloped or controversial aspects of cultural anthropological resources and their management.

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, monitoring 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.

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 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.

In-depth 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. Ability 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.

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 independently plans, designs, implements, and oversees the program with a minimum of direct supervision. 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 resolves most problems that arise and coordinates the work both within the work unit and with other park divisions. 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. Work produced is considered technically correct and is normally accepted without significant change.

Factor 3. Guidelines Level 3-4; 450 points

Guidelines include laws, regulations, policies, scientific protocols, plans, procedures, and any additional directions given and defined by the supervisor. Policies and precedents are applicable but are stated in general terms; guidelines are scarce or of limited use. Guidelines are often inadequate to deal with the more complex or unusual problems, or with novel, undeveloped, or controversial aspects. These kinds of situations occur when precedents or guides point toward conflicting decisions; recent court decisions or legislation may appear to require a technical decision at variance with existing guides; or there may be relatively few precedents or guides which are pertinent to specific methods; or proven methods are incomplete. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria or proposed new policies.

Factor 4. Complexity Level 4-5; 325 points

The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, technological

developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

Cultural anthropology/ethnography issues can be publicly controversial and require substantial initiative and skill in building consensus and obtaining public and cooperating agency support. The incumbent must be able to exercise professional skills in research, evaluation, and writing applied to (1) a broad range of subjects or (2) substantial depth of analysis.

Assignments involve sensitive and complex issues, and require solving problems concerned with novel, undeveloped, or controversial aspects. The problems are difficult due to the abstract nature of the concepts, or the existence of serious conflicts among scientific requirements, program direction, and administrative requirements. These conditions create major areas of uncertainty in the decision-making process. Information collected must be reorganized, interpreted, and presented to reflect supportable hypotheses and themes. The incumbent must be able to conduct research in separate subject areas and be able to draw upon research and sources of several disciplines. Multiple subjects and diverse types of resources are involved in research and planning assignments.

The incumbent must be especially versatile and innovative in order to recognize new approaches, devise new or improved techniques or strategies for obtaining effective results, or to anticipate future trends and requirements. The person must be able to (1) exercise good professional judgement in ensuring the appropriate consideration of cultural anthropological resources in the overall picture of park operations, development, interpretation, and resources management, (2) identify resources, evaluate their significance, develop management options that take into account all levels and areas of concern, and (3) prepare plans to preserve, conserve, mitigate impacts, and manage the resources.

Factor 5. Scope and Effect Level 5-4; 225 points

The purpose of the work is to plan and carry out programs and strategies to protect resources and resolve problems with solutions that achieve management objectives. The successful accomplishment of the duties of this position provides the professional foundation of the program. The work involves establishing criteria, formulating projects, assessing program effectiveness or investigating or analyzing a variety of unusual conditions, problems or questions. The product or service affects a wide range of agency activities, major activities or issues, or the operation of other agencies or entities. Projects 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 decisions; thereby, directly affecting the current and future integrity of the resources.

The work includes both program management and research. Plans and carries out a series of projects that require a variety of special studies to provide anthropological data for use in (1) management decisions, (2) determination of the location and extent

of resources, (3) preparation and completion of cultural anthropological/ethnographic segments of management plans, and/or (4) the development and updating of interpretive themes. Using results of research conducted by incumbent or others, provides technical advice to managers and others.

The work influences the effectiveness or acceptability of agency goals and programs by program managers or specialists in outside agencies. Programs carried out by the incumbent directly affect the preservation or enhancement of the ecological integrity of park ecosystems and surrounding landscapes.

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 both indoors and occasionally outdoors with moderate risks.

Total Points 2835