

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>						1. Agency Position No.			
2. Reason for Submission ☐ Redescription ☐ New ☐ Hdqtrs. ☒ Field ☐ Reestablishment ☒ Other		3. Service ☐ Hdqtrs. ☒ Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation <i>(Show any positions replaced)</i> NPS Standard Position Description Resources Careers		7. Fair Labor Standards Act ☒ Exempt ☐ Nonexempt		8. Financial Statements Required ☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests		9. Subject to IA Action ☒ Yes ☐ No			
		10. Position Status ☒ Competitive ☐ Excepted <i>(Specify in Remarks)</i> ☐ SES (Gen.) ☐ SES (CR)		11. Position Is: ☐ Supervisory ☒ Managerial ☒ Neither		12. Sensitivity ☒ 1-Non-Sensitive ☐ 3-Critical Sensitive ☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive			
		13. Competitive Level Code		14. Agency Use *R11					
15. Classified/Graded a. U.S. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office		Official Title of Position Pay Plan Occupational Code Grade Initials Date		16. Organizational Title of Position <i>(if different from official title)</i> Cultural Resources Program Manager		17. Name of Employee <i>(if vacant, specify)</i>			
18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR a. First Subdivision NATIONAL PARK SERVICE b. Second Subdivision		c. Third Subdivision d. Fourth Subdivision e. Fifth Subdivision		19. Employee Review - This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee <i>(optional)</i>			
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 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 <i>(optional)</i>			
Signature J. Lynn Smith		Date JUN 30 1999		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.		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.		Typed Name and Title of Official Taking Action J. LYNN SMITH HUMAN RESOURCES PROGRAM MANAGER Signature J. Lynn Smith		Date JUN 30 1999			
23. Position Review a. Employee <i>(optional)</i> b. Supervisor c. Classifier		Initials Date Initials Date		Initials Date Initials Date Initials Date Initials Date					
24. Remarks Interdisciplinary Position: Historian GS-170; Cultural Anthropologist GS-190; Archeologist GS-193; Landscape Architect GS-807; Architect GS-808; or Museum Curator GS-1015. For Recruitment Purposes: Select no more than 4 disciplines. (*Agency Use Code should be entered in FPPS as last three spaces of position allocation number.)		25. Description of Major Duties and Responsibilities <i>(See Attached)</i>							

**NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION**

**Cultural Resources Program Manager
Interdisciplinary**

Historian, GS-170-11
Cultural Anthropologist, GS-190-11
Archeologist, GS-193-11
Landscape Architect, GS-807-11
Architect, GS-808-11
Museum Curator, GS-1015-11

Introduction

The incumbent serves one or more parks as a principal advisor in the management of cultural resources and is responsible for program development and implementation. Professional fields of study and expertise must be pertinent to the park's resources and themes and may include, but are not limited to, cultural anthropology, history, historic preservation, archeology, ethnology, historic landscape architecture, historic architecture, horticulture, and museum operations. The position will be filled from one of the occupational series pertinent to the park resources and themes.

Major Duties (80-100%)

Prepares and coordinates the writing of the cultural resources section of the resources management plan and specific actions plans pertaining to the management and protection of cultural resources.

Represents the superintendent when working with others on resource stewardship issues. Develops and maintains effective working relations with Native Americans, other traditional associations, and related groups, agencies, and the public. Attends management and professional conferences and other events for the purpose 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 preventing human impacts. Provides for public involvement, including Native Americans and other traditionally associated groups, in sensitive or potentially controversial resources issues and otherwise assures that park programs are well coordinated within both a local and regional context. Develops and maintains peer relationships with researchers, subject matter experts, and resources managers of other agencies, cooperating universities, traditionally associated groups, and other such entities in order to encourage and facilitate cooperative regional resources management strategies.

Performs or directs substantive, project-oriented work in one or more of the professional fields mentioned above.

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

Identifies research needs, prepares requests for proposals and statements of work, and provides oversight for research projects. Serves as a Contracting Officer's Technical Representative for projects

conducted through contracts, interagency agreements, and cooperative agreements. Evaluates results for management implications.

In cooperation with appropriate staff, researchers, and partners, the incumbent designs, develops, tests, and implements protocols to identify, evaluate, and do long-term monitoring of resource conditions. This includes conducting inventories and implementing monitoring programs to assess status and trends. Writes new monitoring documents that define monitoring techniques and develops methods for future refinement of protocols.

Based on results of inventories, in-depth studies, and monitoring, the incumbent develops and conducts complex scientifically and culturally credible preservation, mitigation, and restoration projects needed to maintain and/or restore resource integrity.

Collects, analyzes, and synthesizes scientific information from research, monitoring, resources management actions, and other sources of information then prepares reports for specific projects. Summarizes new and conventional information for use by scientists, managers, park staff, cooperators, and partners. Prepares information for the park education program.

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.

Maintains liaison with the State Historic Preservation Office, Native Americans and other traditionally associated groups, and other interested parties. Conducts or coordinates the review of projects to assure protection of cultural resources and compliance with applicable federal laws such as the National Historic Preservation Act, Archeological Resources Protection Act, Native American Graves Protection and Repatriation Act, and National Environmental Policy Act.

May manage the museum collections. Coordinates documentation, preservation, protection, exhibition, and use of park collections whether housed in the park or at an offsite repository according to NPS guidelines. The museum program includes the four primary museum functions of research, collection, exhibits, and education.

May carry out program management duties by developing and managing work plans

and schedules, scopes of work, cost estimates, and budget proposals and/or grants to justify funding requests and accomplish goals. May administer and track project and operating funds and prepare accomplishment reports, as needed. Maintains awareness of applicable funding sources within NPS and outside.

May present 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

Professional knowledge of principles, practices, and theories of one or more of the professional fields listed above acquired through education and experience. Ability to apply that knowledge to a resources management program that involves a wide range of duties associated with the park's cultural resources including, as appropriate, history, archeology, historic architecture, cultural anthropology, cultural landscapes, and natural and cultural museum collections including archives.

Knowledge and skills are sufficient to solve problems covering diverse cultural resources management situations; to supervise others in phases of cultural resources programs and operations; to develop a variety of integrated management and operating plans; to design program schedules, including estimates of personnel, equipment, and materials; and to deal with diverse technical and administrative concerns.

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

Extensive knowledge of laws and regulations relating to the protection of the cultural resources, and NPS regulations, policies, and guidelines regarding the management and monitoring of cultural resources in order to assure that program goals and objectives meet legal requirements and reflect park and national priorities and policies.

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

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

In-depth knowledge of principles and techniques associated with evaluating the significance and condition of cultural resources. This knowledge is needed to be able

to determine which resources are the most important and which techniques should be used to acquire the desired information; and to adapt or modify techniques and methods when careful analysis indicates that existing techniques are not satisfactory.

In-depth knowledge of data acquisition and analysis standards, methods, and recording techniques so the incumbent can efficiently manage the collection and summation of data, and accomplish data analysis in a way that is highly credible to meet scientifically acceptable standards.

Knowledge of NPS guidelines, procedures, and techniques required for the preservation, protection, exhibition, storage, cataloguing, and research of natural and cultural specimens in order to insure that they are adequately preserved, properly incorporated into the museum collections, and effectively used.

Knowledge of computer hardware, software, and application so information can be effectively stored, processed, and summarized, and reports generated.

Skill in oral and written communication in order to insure that plans are well written and easily understood, scientific reports and journal articles are of high scientific credibility, pertinent information is shared effectively with others, and oral presentations are well designed, informative, and clearly convey the intended message.

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 cultural resources programs 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. 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 adequacy to meet stated objectives, expected results, and compatibility with other work.

Factor 3. Guidelines Level 3-3; 275 points

Guidelines include laws, regulations, policies, practices, 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 containing a diversity of natural communities and cultural resources. The variety of knowledge and ability required to effectively carry out the total 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.

Cultural resources issues are often publicly controversial and require substantial initiative and skill in building consensus and obtaining public and cooperating agency support. The design, testing, implementation, and analysis of identification, evaluation, preservation, monitoring, and mitigation programs are very complex and highly scientific endeavors. Duties frequently require the evaluation of alternative methods and competing priorities to determine the best approach to program and project development. Factors and conditions differ according to the tasks and procedures being completed and phase of work being done.

In addition to mastering identification, evaluation, preservation, and related mitigation and monitoring technology, the incumbent is required to perform analysis of information. The incumbent must apply strict quality control measures to assure credibility of findings.

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 cultural and natural resources for which the park was established. The successful accomplishment of the duties of this position provides the professional foundation of the cultural resources stewardship program. 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 resources managers and subject matter experts of other agencies, researchers, and other members of the preservation and scientific communities, science and management staffs of other parks, historic/cultural preservation organizations, Native American organizations and individuals, the media, the general public, and other park staff. 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 provide instruction or services; to coordinate and advise on mutual work efforts and research; to insure compliance with laws and regulations; to train; 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 activity will occur in physically dangerous areas or settings. 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 primarily indoors. Occasionally, work may be performed outdoors in all types of weather and conditions. Outdoor assignments may be performed in potentially hazardous areas including steep slopes, rocky terrain, volcanoes, caves, firelines, arctic environments, swamps, deserts, and forests. On occasion, flying in fixed-winged aircraft and helicopters is possible.

Total Points 2485

Resources Careers