

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission ☐ Redescription ☐ Reestablishment ☒ New ☐ Hdqtrs ☒ Field ☐ Other		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
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 (CRI)		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		*R50			
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		Archeological Technician		GS		0102		05	
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									

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

22. Position Classification Standards Used in Classifying/Grading Position	
Grade Level Guide for Aid and Technician Work in the Biological Sciences, GS-400, 12/91; Series Definition, GS-102, Social Science Aid and Technician Series, 09/93.	
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. **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	

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.

**NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION**

**Archeological Technician
GS-102-05**

Introduction

This position is located in a National Park Service organization. The purpose of the position is to perform uncomplicated technical archeological tasks.

Technician work is typically associated with and supportive of a professional field; work may involve substantial elements of the work of the professional field, but requires less than full knowledge of the field involved. This position is intended to report to a specialist or resources manager in the same or a related field. If the incumbent is not supervised by a professional specialist (i.e., a professional archeologist), then technical direction must be obtained from a specialist in a central office or center.

The incumbent performs primarily routine functions; in contrast to positions at the GS-06 level, which perform with more independence, the incumbent receives specific instructions for non-routine assignments, and refers unfamiliar situations to the supervisor for resolution. The work of this position is also more closely reviewed than similar positions at the GS-06 level.

Major Duties (80-100%)

Participates in basic archeological field surveys by walking over the landscape and searching for archeological features and artifacts. Records data and prepares survey records (e.g., site maps, photographs, surface artifact analysis forms, field notes, etc.).

Conducts limited supervised excavation and testing of sites, including the careful recovery of sample materials. Duties include completing standard feature and level forms, screening soils to recover artifacts and performing flotation of soil samples.

Processes specimens recovered in the field. Prepares specimens to be sent to dating laboratories. Identifies, labels, and packages artifacts for curation. Maintains field equipment and supplies.

Maintains related databases, forms, maps, and files. Performs data entry related to archeological artifact and project data (e.g., artifact information, catalog records, field notes, site records, etc.) into automated systems, appropriate forms, and archival records. Retrieves and compiles data as required for resource management reports, interpretive exhibits, etc.

Factor 1. Knowledge Required by the Position Level 1-4; 550 points

Knowledge of the technical methods and procedures of archeology to perform a variety of routine technical tasks.

Basic understanding of the principles and theory of archeology to support the broader archeological function.

Basic knowledge of the prehistoric and historic cultures of the area.

Knowledge of basic laboratory methods in order to prepare artifacts for testing, curation, and storage.

Skill in using basic tools and equipment common to archeological functions.

Ability to communicate information in a clear and concise manner.

Knowledge of database management, word processing, and specialized software programs essential to archeological description, management, and reference.

Factor 2. Supervisory Controls Level 2-2; 125 points

The supervisor establishes required quantity and quality, deadlines, and priorities, and provides detailed instructions for new assignments. Within this framework, the incumbent is relied upon to carry assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance with standards and procedures.

Factor 3. Guidelines Level 3-2; 125 points

Guidelines consist of a variety of written references and manuals as well as oral instructions covering procedures, directions, and precedents. The incumbent exercises judgment to choose the most appropriate guideline for a situation from several alternatives.

Factor 4. Complexity Level 4-2; 75 points

Duties involve a variety of related technical assignments that support the organization's cultural resource management function. Decisions regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and differences among a few easily recognizable situations.

Factor 5. Scope and Effect Level 5-2; 75 points

The incumbent performs routine archeological tasks. The work performed affects the organization's ability to manage and respond to potential threats to cultural resources.

Factor 6. Personal Contacts Level 6-2; 25 points

Contacts are with co-workers and at times employees of other parks and central offices as well as with the general public and employees of educational institutions.

Factor 7. Purpose of Contacts Level 7-1; 20 points

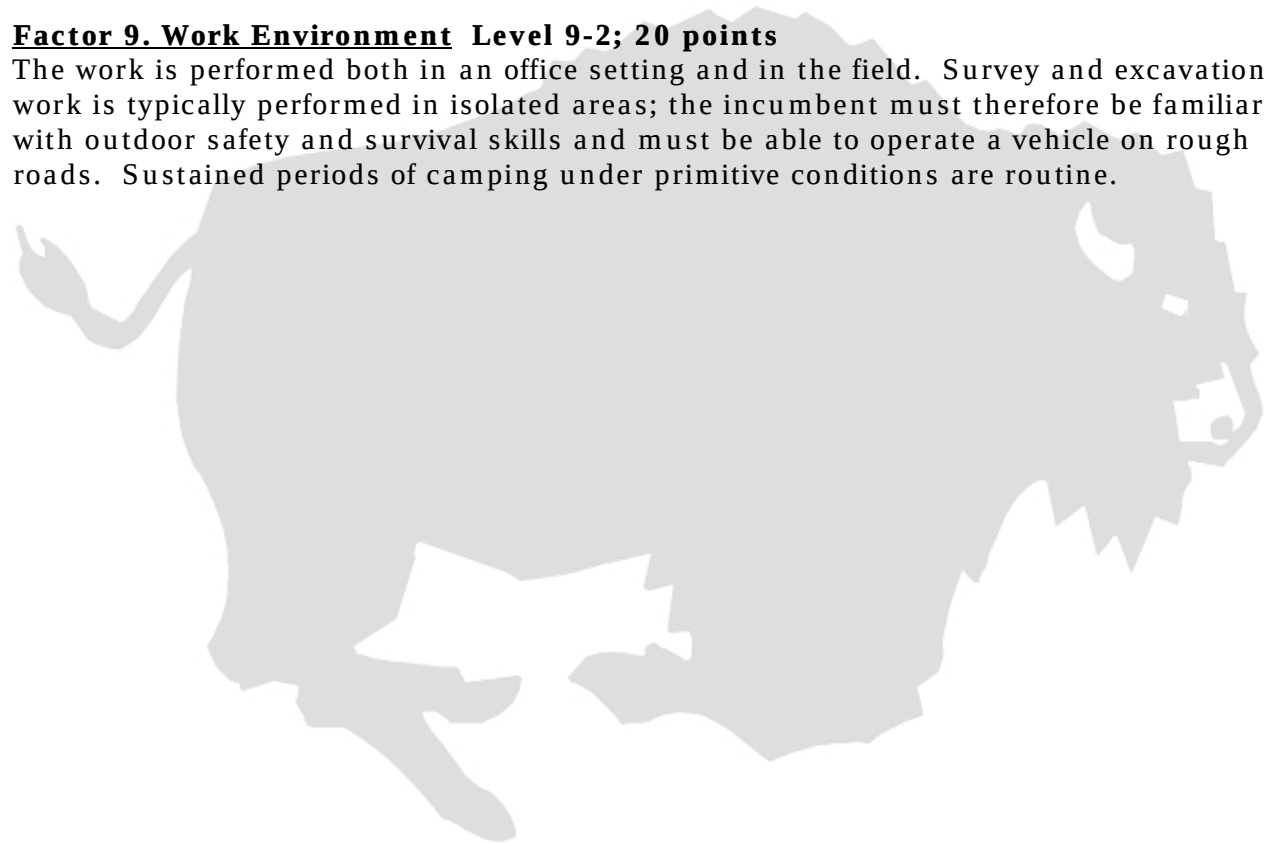
The purpose of contacts is to obtain, relay, and exchange information.

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

The work is partially sedentary with prolonged standing, walking, stooping, and bending often required. Heavy items (e.g., packs up to 50 pounds) must be lifted and carried on a routine basis.

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

The work is performed both in an office setting and in the field. Survey and excavation work is typically performed in isolated areas; the incumbent must therefore be familiar with outdoor safety and survival skills and must be able to operate a vehicle on rough roads. Sustained periods of camping under primitive conditions are routine.



Resources Careers

POSITION EVALUATION STATEMENT

Title, Series, and Grade: Archeological Technician, GS-102-05

Standard Used: Grade Level Guide for Aid and Technician Work in the Biological Sciences,

GS-400, 12/91

Series Definition, GS-102, Social Science Aid and Technician

Series, 9/93

EVALUATION FACTORS	POINTS ASSIGNED	FACTOR LEVEL	COMMENTS
1. Knowledge Required	550	1-4	Knowledge of the technical methods and procedures necessary to carry out a variety of duties; knowledge required to operate complex equipment systems.
2. Supervisory Controls	125	2-2	Supervisor provides instructions on recurring assignments, which employee performs independently, and provides additional specific guidance for new or difficult assignments; employee refers situations not covered by instructions or precedents to supervisor; work and methods evaluated for accuracy and adequacy.
3. Guidelines	125	3-2	Incumbent must choose the most appropriate from several guidelines; guidelines require careful study and cross-referencing; uses judgment to handle aspects of work not completely covered by guidelines.
4. Complexity	75	4-2	Work involves performing related technical tasks of

			limited scope or difficulty; employee selects from among clearly recognizable alternatives; duties often have steps/processes which vary, depending on factors.
5. Scope and Effect	75	5-2	Work involves the execution of specific rules, regulations, or procedures; completed assignments typically constitute complete assignments with broader scope; work products affect accuracy, reliability, or acceptability of further processes, services, etc.
6. Personal Contacts	--	2	Contacts with employees from other organizations in moderately structured setting.
7. Purpose of Contacts	45	A	Exchange information.
8. Physical Demands	20	8-2	Prolonged standing, bending, lifting.
9. Work Environment	20	9-2	Encounters moderate risks which require safety precautions.
TOTAL POINTS	1035		
Grade Conversion	GS-05		