

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission ☐ Redescription ☐ Reestablishment		3. Service ☐ New ☐ Hdqtrs ☒ Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
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		6. OPM Certification 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 *R52	

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	Archeological Technician	GS	0102	07		
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.

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.

Typed Name and Title of Official Taking Action

J. LYNN SMITH
HUMAN RESOURCES PROGRAM MANAGER

Signature *J. Lynn Smith* Date **JUN 30 1999**

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**

**Archeological Technician
GS-102-07**

Introduction

This position is located in a National Park Service organization. The purpose of the position is to perform a full range of complex archeological support functions.

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 position is distinguished from similar positions at the GS-06 level in the following ways: assignments require that the incumbent have greater knowledge, experience, and judgment in order to complete a variety of conventional projects of relatively limited scope; independently resolve problems for which precedents exist; select, from several alternatives, the most appropriate course of action for planning and executing work; and apply a wide range of conventional methods and solutions to new situations. As a result, the position has a broader scope and effect; unlike lower-graded positions, within the parameters of the supervisor's direction and objectives, this position directly affects the design, operation, and adequacy of archeological activities.

Major Duties (80-100%)

Participates in 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.). Provides leadership to field crews by assigning tasks and monitoring the status of those assignments. Serves as Crew Chief for excavation and survey activities. Participates in artifact recovery and provenience determination.

Evaluates and assists other technicians in the evaluation of specimens (e.g., lithic ground stone, shell, bone, non-artifact material, etc.). Processes specimens recovered in the field. Prepares specimens for specialized analysis to be sent to dating and other laboratories. Identifies, labels, and packages artifacts for curation.

Maintains related databases, forms, maps, and files. Enters archeological artifact and project data including 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.

Assists in the development of a variety of documents (e.g., cultural resource management plans, preservation guides, historic structures reports, etc.) by gathering data from files and reports,

conducting research, evaluating available information, and preparing draft documents.

Performs basic research by conducting interviews and publication and record searches, and synthesizing information collected for scientific, historical, and interpretive values.

Provides general technical archeological assistance in a variety of areas related to or impacted by the archeological function, including Section 106 compliance, clearance, and planning; archeological assessments, evaluations, and field inspections; etc.

Factor 1. Knowledge Required by the Position Level 1-5; 750 points

Substantial practical and technical knowledge of the methods, procedures, and technology of archeology, and the skill to apply that knowledge with only general supervision in order to solve practical problems in a wide range of functions.

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

Knowledge of current legislation, federal regulations, and NPS policies and standards as they relate to archeology.

Ability to plan, supervise, and complete small archeological projects within the scope and specifications provided by the supervisor.

Knowledge of the prehistoric and historic cultures of the area to reliably identify and record cultural remains in surveys, excavation, and laboratory analysis.

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 (e.g., topographic maps and other archeological survey tools).

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.

Basic knowledge of research methods.

Factor 2. Supervisory Controls Level 2-3; 275 points

The supervisor defines objectives, priorities, and deadlines for assignments, and provides assistance on the more complex assignments. The incumbent is relied upon to use cumulative experience and training in making judgments and in planning phases of work, and is expected to exercise initiative and limited independent judgment. Completed work is reviewed for appropriateness and technical soundness. Methods are not typically reviewed in detail .

Factor 3. Guidelines Level 3-2; 125 points

Guidelines include archeological literature, NPS and DOI policies and procedures, activity guidelines, and field and laboratory procedures. The incumbent uses considerable judgment in selecting and applying the proper guidelines to be used, and must adapt or improvise to adapt to unusual situations, after consultation with and approval from the supervisor.

Factor 4. Complexity Level 4-3; 150 points

The work involves performing a variety of technical duties (e.g., field surveys; excavations; specimen recovery, evaluation, and identification; research, etc.), each of which involves different and unrelated procedures and methods. Each function may involve a variety of possible actions. The incumbent evaluates each situation and identifies and considers interrelationships in order select the most appropriate methodology from among several alternatives.

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

The purpose of the position is to perform complex archeological support work. The work directly affects the accuracy and acceptability of the organization's archeological functions, for example, research conclusions, classification analysis, legal compliance, etc.

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, 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-102-07

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,

9/93

EVALUATION FACTORS	POINTS ASSIGNED	FACTOR LEVEL	COMMENTS
1. Knowledge Required	750	1-5	Knowledge of standard, professionally accepted techniques and methods of archeology to perform complex support work.
2. Supervisory Controls	275	2-3	Supervisor assists with unusual situations; incumbent plans and carries out steps; work reviewed for appropriateness and technical soundness.
3. Guidelines	125	3-2	Incumbent must choose the most appropriate from several guidelines; makes minor deviations.
4. Complexity	150	4-3	Work involves various duties with different and unrelated procedures and methods in support of major archeological functions; incumbent identifies problems, considers precedents, and recognizes differences, similarities, and interrelationships before choosing an approach.
5. Scope and Effect	150	5-3	Work affects the accuracy, acceptability, and legal compliance of the organization's archeological

			function.
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	1535		
Grade Conversion	GS-07		

Resources Careers