

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Archaeological Review and Compliance Coordinator

Class Code: 30794

Pay Grade: GJ

A. Purpose:

Oversees the archaeological review and compliance function of state and federal construction projects to ensure historical sites are protected in compliance with federal and state laws and regulations.

B. Distinguishing Feature:

The Archaeological Review and Compliance Coordinator monitors federally funded or licensed projects to protect archaeological sites and provides technical analyses, reviews, and assistance to government agencies to ensure compliance with guidelines and laws and serves as a lead worker over the review and compliance function.

Review and Compliance Archaeologists review federally funded or licensed projects to protect archaeological sites and provide technical analyses, reviews, and assistance to government agencies to ensure compliance with guidelines and laws.

Historic Preservation Specialists function as an Architectural Historian or Survey Coordinator. Both positions evaluate historic sites and building nominations, conduct research, and set guidelines for funding.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Reviews construction work plans for federally funded projects to determine if they are in compliance with state and federal preservation laws.
 - a. Assesses impact of the project on historic properties and ensures those properties are given due consideration during the planning and implementation of projects.
 - b. Concurs or disagrees with determinations of eligibility for historic properties and the effect of proposed project on those properties within legally mandated timelines.
 - c. Reviews archaeological survey reports and documentation submitted by principal investigators and Senior Archaeologists to determine if proper methodology and standards established by state and federal government are met.
 - d. Works with agency officials to determine appropriate mitigation techniques when resources cannot be avoided.
 - e. Negotiates with and assists agencies in developing legal agreements to mitigate effects to historic properties and agreements to provide for alternative review and compliance procedures.

2. Provides technical assistance to government officials, contractors, lending institutions and agencies, and the general public to help them understand federal and state laws and to suggest compliance requirements.
 - a. Reviews survey reports developed for construction projects to determine if findings are in compliance with appropriate federal and state rules and regulations.
 - b. Monitors additions, deletions, or changes in interpretation of federal rules and regulations.
 - c. Creates and recommends guidelines for government agencies or federal fund recipients.

- d. Compiles and analyzes data from a variety of sources to determine if agencies are having difficulty complying with requirements.
 - e. Maintains a record of all determinations about construction projects to be used as the basis of reports and future federal funding requests.
3. Prepares and writes comprehensive plans to manage cultural resources in South Dakota and establish guidelines to ensure that cultural resources are identified and protected.
 - a. Determines eligibility of archaeological sites and makes recommendations for their inclusion in the National Register of Historic Places and contributes research to a statewide comprehensive historic preservation plan.
 - b. Responds to requests from property owners, government agencies, and others to provide technical information about significance of sites.
 4. Develops effective public information programs to inform South Dakota citizens about archaeology, pre-history, and the need to preserve South Dakota's cultural heritage.
 - a. Develops and manages public education programs to inform amateur archaeology groups, students, and the general public.
 - b. Designs and develops educational handouts, brochures and presentations.
 - c. Manages and participates in archaeological excavation projects to maintain a working knowledge of South Dakota pre-history and to mitigate the impact of development on significant sites.
 5. Oversees the maintenance of a computerized system that tracks information relating to archaeological sites in order to provide an accurate and effective data base for research projects.
 6. Provides work direction and training for review and compliance program staff to ensure projects are reviewed in an accurate, consistent and timely manner.
 - a. Establishes program priorities.
 - b. Assigns and reviews work.
 - c. Sets goals and recommends changes in work plans.
 - d. Develops office procedures.
 - e. Recommends the hiring of new staff.
 - f. Makes budget recommendations.
 7. Performs other work as assigned.

D. Reporting Relationships:

Reports to an administrator. Oversees and directs the work of review and compliance program staff.

E. Challenges and Problems:

Challenges include working with state and federal agency officials that do not understand or are hostile to applicable laws. This involves educating officials on the requirements of state and federal law and convincing them that preservation of historic properties is a worthwhile endeavor and not a roadblock for development. Further challenged to ensure that reviews conducted by other staff are done in a consistent and timely manner.

Problems include establishing and assigning work priorities when workloads become heavy and

meeting mandated deadlines.

F. Decision-making Authority:

Decisions include interpreting state and federal preservation laws, amount and type of guidance provided to state and federal agencies, whether to concur or not concur with an agency's determination of National Register eligibility for identified properties, and whether to concur or not concur with determination of the project's effect on historic properties, establishment of work priorities, goals and work plans for program staff; and content of handouts, brochures and presentations.

Decisions referred include final approval of Memoranda and Programmatic agreements; final content of presentation materials; budgetary recommendations and approval; and new staff hires.

G. Contact with Others:

Daily contact with Review and Compliance Program staff and other Historical Preservation Office staff to share information and provide assistance. Daily and weekly contact with the general public to provide and seek information, federal culture resource managers and loan managers to explain compliance procedures, and construction engineers and project managers to discuss project work plans and compliance requirements. Weekly to monthly contact with tribal officials and Tribal Historic Preservation Offices to provide guidance and discuss project reviews. Occasional contact with the state archaeologist and state historic preservation officer to discuss significant specific archaeological sites.

H. Working Conditions:

Works in a typical office environment. However, field work is done under varying weather conditions and in different locations. Travel is required.

I. Knowledge, Skills and Abilities:

Knowledge of:

- regulations that relate to mining, exploration and cultural resource management;
- fiscal management techniques and procedures;
- South Dakota archaeological prehistory, history, and geography; and
- archaeological laboratory analysis and excavation methods and techniques.

Ability to:

- communicate information clearly and concisely;
- interpret legal requirements;
- analyze information and determine whether it meets established criteria;
- deal tactfully with other and interact with the public and organizations;
- perform research;
- determine the value of cultural resources and archaeological sites;
- inventory archaeological sites, surveys, maps, and related information;
- use a computer;
- manage multiple projects simultaneously;
- delegate work assignments;

- meet deadlines.

J. Licensure and Certification:

Incumbent must meet the Secretary of the Interior's Professional Qualification Standards for Archaeology as follows:

A graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

A professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.