

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Archaeologist

Class Code: 30788

Pay Grade: GH

A. Purpose:

Investigates, preserves, and protects cultural resources throughout the state by preparing reports on archaeological surveys and sites, maintaining cultural resource inventory and site evaluation activities, and performing administrative work related to archaeological contracts for government agencies and other organizations to safeguard the cultural resources of South Dakota.

B. Distinguishing Feature:

Archaeologists conduct cultural resource surveys, process and analyze materials, and direct work under the South Dakota Department of Transportation cultural resource management contract, the State mining permit program, other cultural resource management contracts, and the computerized archaeological site and survey inventory system.

Senior Archaeologists direct work under the South Dakota Department of Transportation cultural resource management contract, the State mining permit program, other cultural resource management contracts and the computerized archaeological site and survey inventory system and serve as principal investigator on archaeological projects; and is responsible for the inventory, consultation, and repatriation of human remains and funerary objects as the burial coordinator for the state repository

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. Directs archaeologists and seasonal staff in performing field excavations to ensure that quality and accurate artifacts, data, and results are produced.
2. Conducts field surveys to determine if any cultural resources exist within the project boundaries.
 - a. Conducts cultural resource reconnaissance surveys.
 - b. Tests probable historic or prehistoric sites to determine significance of any cultural resources present.
 - c. Performs record searches to determine landowners and contact them for access or clearance permission to survey or test sites.
3. Performs laboratory procedures in the analysis of artifacts to ensure proper handling of artifacts.
 - a. Cleans, reconstructs, and catalogs artifacts.
 - b. Prepares artifacts for curation.
4. Provides technical assistance to help the public understand federal and state laws.
5. Researches, edits, and writes archaeological reports to disseminate information about South Dakota archaeology of interest to professionals, scholars, and the general public.

6. Records cultural artifacts, materials, and sites of historic or prehistoric significance to ensure accurate records are maintained.
 - a. Photographs artifacts and performs darkroom procedures to accurately record artifacts.
 - b. Drafts detailed maps, draws artifact illustrations, and designs table and figures for archaeological reports, newsletters or other publications to describe archaeological projects and sites.
7. Performs other work as assigned.

D. Reporting Relationships:

Typically no subordinates report to this position. May provide work direction to other Archaeologists and seasonal employees.

E. Challenges and Problems:

Challenges include determining the significance of archaeological finds and what they mean, recommending what actions should take place regarding the site, working with uncooperative landowners, locating previously documented data concerning a possible site, determining proper survey methodology, finding artifacts under less than favorable weather conditions, complying with federal and state rules and regulations, establishing work priorities, working within legally established deadlines, maintaining an effective working relationship with other agencies and personnel, effectively communicate, and managing employees to achieve effective results.

Problems include assigning cultural affiliation to recovered artifacts, misunderstandings with landowners, and making initial recommendations as to the importance of the archaeological site.

F. Decision-making Authority:

Decisions include making the initial determination as to site importance; cataloging methods and darkroom procedures to use when doing lab work; scaling of maps to be used in reports, publications, and newsletters; the manner in which recovered materials are described and analyzed, determining the proposed project impact on cultural resources identified; national register eligibility; and the length of time and number of personnel necessary to conduct a project.

Decisions referred include final determination of site importance, final national register eligibility status, signature authority as principal investigator, expenditure of funds, scheduling of projects, and seasonal employee staffing.

G. Contact with Others:

Frequent contact with landowners to obtain permission for site surveys or other archaeological work; occasional contact with the Archaeological Research Center staff to share information and to give and receive instruction and assistance, staff of Historic Preservation Center for the exchange of information, general public to provide and obtain information, state and federal cultural resource managers to give or obtain information, state or federal agencies to exchange information on project activities, and tribal representatives to discuss projects that take place on tribal land.

H. Working Conditions:

Works in a typical office environment and in the field. Field work is done under varying weather conditions and in different locales. Extensive walking and manual labor may be necessary during excavation and survey projects.

I. Knowledge, Skills and Abilities:

Knowledge of:

- archaeology, prehistory, history, and geography;
- archaeological laboratory analysis and excavation methods and techniques;
- state and federal regulations that relate to mining, exploration, and cultural resource management.

Ability to:

- excavate archaeological sites;
- use computers in conducting research;
- follow instructions;
- communicate information clearly and concisely;
- deal tactfully with the public and organizations;
- determine the value of cultural resources and archaeological sites;
- inventory archaeological sites, surveys, maps, and related information;
- maintain and establish effective working relationships with landowners and construction project managers and workers;
- motivate and direct other archaeologists and seasonal personnel.