

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Review and Compliance Archaeologist**

**Class Code: 30792**

**Pay Grade: GI**

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### **A. Purpose:**

Reviews federal and state projects under federal and state preservation laws to assess impacts to historic properties and to ensure properties are given due consideration during the planning and implementation of projects; and provides continuing education about historic preservation laws and archaeology and their benefits.

### **B. Distinguishing Feature:**

Review and Compliance Archaeologists monitor 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 a Survey Coordinator. Both positions evaluate historic sites and building nominations, conduct research, and set guidelines for funding.

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.

### **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 federal cultural resource management law.
2. Maintains and researches a computerized system to track information that relates to archaeological sites in order to provide an effective data base for research projects.
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. 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.
5. 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. 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.
  6. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to an administrator.

**E. Challenges and Problems:**

Challenges include getting federal agencies to comply with federal rules and regulations, establishing work priorities when requests for review for compliance are extremely heavy, determining how much review is necessary, working within legally established deadlines, and maintaining an effective working relationship with staff at the National Park Service and other government agencies.

Problems include enforcing a law that can be unpopular and difficult to understand.

**F. Decision-making Authority:**

Decisions include anything concerning archaeological excavations and scientific analysis.

Decisions referred include recommendations and priorities.

**G. Contact with Others:**

Daily and weekly contact with other Historical Preservation Center staff to share information and receive instructions and assistance, 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. 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 such as the National Historic Preservation Act (NHPA), Archaeological Resource protection Act (ARPA), and the National Environmental Policy Act (NEPA) that relate to cultural resource management and South Dakota archaeological prehistory, history and geography;
- archaeological laboratory analysis and excavation methods and techniques;
- fiscal management.

Ability to:

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

#### **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.