

Title:	Effective Date:	Grade:	Job Category:
Advanced Cultural Resources Specialist	June 22, 2019	XIV	Professional
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CHARACTERISTICS OF WORK

Under general supervision, this position conducts studies and prepares documentation in order to identify and evaluate any potential impacts to prehistoric and historic cultural resources in and near Department project sites, and monitors compliance with local, state, and federal regulations during all phases of Department work.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Conduct preliminary project and historic structure surveys in order to identify potential constraints to project development through cultural resources fieldwork, Global Positioning System (GPS) data collection, background research, etc.
- Conduct the analysis and curation of archeological and structural resources materials collected during fieldwork.
- Coordinate with designers and project managers to lessen impacts to cultural resources during avoidance or minimization processes.
- Coordinate with federal, state, and local regulatory agencies to secure any necessary concurrence/permits.
- Provide on-site archeological project monitoring as needed.
- Prepare project documents such as constraints statements, consultation letters, memorandums of agreement, treatment plans, special provisions, etc.
- Assess the eligibility of, and impacts on, archeological and structural resources for inclusion in the National Register of Historic Places.
- Monitor compliance with federal, state, and local laws related to cultural resources during the design, construction and post-construction of Department projects.
- Direct crews and serve as project leader during cultural resources investigations.
- Review documents submitted by consultant cultural resources firms.
- Prepare and edit reports of findings of cultural resources surveys for review and comment that meet the latest edition of the *Guidelines for Archeological Fieldwork and Report Writing in Arkansas*.
- Prepare, or coordinate the preparation of, maps of sites, artifact illustrations, and other technical aspects of report preparation.
- Provide guidance, resources, and recommendations to governmental agencies, tribal agencies, engineering firms, and contractors on how to fulfill federal obligations under Section 106, including historic research and fieldwork as necessary.
- Assist with inter-departmental and public meetings to interpret project information.
- Develop and maintain records to document and track compliance with permits and regulations.
- Assist in the training of staff members.

MINIMUM REQUIREMENTS

The educational equivalent to a master's degree from an accredited college or university in archeology, anthropology, or closely related field. Working knowledge of Arkansas archeology and history, Section 106 law, NAGPRA, the Arkansas burial law, and other pertinent state and federal regulations regarding historic properties. Proficiency in Microsoft Word, Excel, Access, PowerPoint, and Outlook desired. Experience using GPS. Ability to adapt to new

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MINIMUM REQUIREMENTS (CONTINUED)

technology. Effective oral and written communication skills, including experience in report writing. Valid driver's license. Physical ability to withstand archeological fieldwork in year-around weather conditions. Ability to traverse rugged terrain including, but not limited to, steep hills, creeks and streams, swamps, brush and timber covered property, fences, etc. Statewide travel including overnight travel as necessary. The following professional qualifications standards of the Secretary of the Interior as published in the Code of Federal Regulations (CFR), 36 CFR Part 61, must also be met:

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.

In addition to the experience stated in the CFR above, this position requires at least three years of full-time professional experience as a principal investigator in the study of archeological resources of the prehistoric and/or historic period. This experience may have been earned concurrently with the requirements stated in the CFR.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.