

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ARCHAEOLOGIST SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists, with responsibility for an archaeological program or specialty area. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

Position Code Title - Archaeologist Specialist 2

Archaeologist Specialist 13

The employee functions as a second-level specialist.

NOTE: There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Ensures the work quantity and quality for a specific archaeological program by requiring strict adherence to methods and procedures.

Formulates procedures, policies, and guidelines for assigned programs.

Recommends, develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Conducts archaeological excavations.

Processes and analyzes artifacts.

Relates archaeological findings to historical documentation.

Records reports of archaeological sites.

Reviews environmental impact statements and pre-project inquiries to determine impact of state (e.g., housing, transportation, construction, etc.) on cultural resources.

Coordinates and monitors cultural resource surveys performed by contractual consultants; evaluates survey results to assess impact of various alignments on cultural resources.

Develops programs of interpretation of archaeology for visitors.

Consults with other professionals engaged in archaeology.

Writes progress reports on the excavation and analyses; writes final archaeological reports for publication.

Prepares and presents archaeological information to various groups.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the need, preparation, and use of reports.

Knowledge of the principles, practices, and techniques of archaeology.

Knowledge of methods of archaeological site restoration.

Knowledge of historical site research.

Knowledge of the techniques of archaeological excavation and the processing and analysis of artifacts.

Ability to conduct archaeological research projects.

Ability to process and analyze artifacts and other archeological objects.

Ability to relate archaeological findings to historical facts.

Ability to prepare research reports.

Ability to communicate effectively and speak before groups.

Ability to maintain favorable public relations.

Ability to maintain records and conduct correspondence related to the work.

Working Conditions

Some jobs require walking to project site over a variety of different terrains.

Some jobs require making presentations to an audience.

Some jobs require travel

Physical Requirements

Some duties require an employee to lift 50 pounds.

Education

Possession of a bachelor's degree in archaeology or a field of anthropology.

Experience

Archaeologist Specialist 13

Four years of professional experience equivalent to an Archaeologist, including two years equivalent to an Archaeologist P11 or one year equivalent to an Archaeologist 12.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ARCHLOSPL

Job Code Description

ARCHAEOLOGIST SPECIALIST

Position Title

Archaeologist Specialist 2

Position Code

ARCHSPL2

Pay Schedule

H21-014

SA

10/25/2015