

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**ARCHAEOLOGIST**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments to excavate and analyze artifacts recovered at historic sites, relate archaeological findings to historic documentation, and determine and recommend appropriate actions to preserve such sites from destruction.

There are four classifications in this job.

**Position Code Title – Archaeologist-E**

Archaeologist 9

This is the entry level. As a trainee, the employee carries out a range of professional archaeologist assignments while learning the methods of the work.

Archaeologist 10

This is the intermediate level. The employee performs an expanding range of professional archaeologist assignments in a developing capacity.

Archaeologist P11

This is the experienced level. The employee performs a full range of professional archaeologist assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Archaeologist-A**

Archaeologist 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**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.

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Conducts archaeological excavations at historic sites.

Directs a field crew in excavation work.

Processes and analyzes artifacts recovered.

Relates archaeological findings to historical documentation.

Records reports of archaeological sites in the state site file; maintains and updates the computerized site file.

Reviews environmental impact statements and pre-project inquiries to determine impact of state and/or federally funded projects (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 historical archaeology.

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

Presents talks relating to archaeology.

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

Performs related work as assigned.

### **Additional Job Duties**

#### **Archaeologist 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Archaeologist 12 (Senior Worker)**

Performs on a regular basis professional archaeologist assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable

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knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles, practices and techniques of archaeology.

Knowledge of methods of archaeological site restoration and historic building restoration.

Knowledge of sources of historical research.

Knowledge of methods of historical site research.

Knowledge of historic museum operations.

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

Ability to conduct archaeological research projects.

Ability to process and analyze historic artifacts and other archaeological objects.

Ability to relate archaeological findings to historical facts.

Ability to direct field crews in excavation activities.

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.

### **Additional Knowledge, Skills, and Abilities**

#### **Archaeologist 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

Some jobs may require travel.

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

Some jobs require making presentations to an audience.

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**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 9**

No specific type or amount is required.

**Archaeologist 10**

One year of professional experience conducting archaeological research activities equivalent to an Archaeologist 9.

**Archaeologist P11**

Two years of professional experience conducting archaeological research activities equivalent to an Archaeologist, including one year equivalent to an Archaeologist 10.

**Archaeologist 12**

Three years of professional experience conducting archaeological research activities equivalent to an Archaeologist, including one year equivalent to an Archaeologist P11.

**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**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>	
ARCHLOGST	Archaeologist	
<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Archaeologist-E	ARCHLGSE	H21-001
Archaeologist-A	ARCHLGSA	H21-009