

## ARCHEOLOGY SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
4588	Archeological Assistant	15	504	6 mo.	00/00/00	Rev.
3853	Archeological Technician	02	078	6 mo.	00/00/00	Rev.

### *Promotional Line:*

#### Series Narrative

Under the supervision of an Archaeological Technician or Research Archaeologist, will perform archaeological tasks in the field and in the lab.

#### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Archeological Assistant** **4588**

Under direct supervision of Archeological Technicians and general supervision of Research Archeologists, perform unskilled and semi-skilled tasks at archeological field sites.

An Archeological Assistant typically

1. performs pedestrian surveys looking for evidence of archeological remains on ground surface.
2. performs shovel testing and/or excavates archeological features with shovel, trowel, or other tools.
3. collects flotation, pollen, radiocarbon, faunal samples, etc., performs tests as needed including processing flotation samples and sorting recovered material.
4. assists in preparing measured drawings showing major features of the site using hand-held GPS units, stadia rod and surveyor's chain, and other tools to map project, site or other areas of archeological significance.
5. assists in keeping field records of locations of findings and other observations, archeological features and types of materials found.
6. assists in routine laboratory work including washing, sorting, labeling, inventory and tabulation of artifacts recovered from archaeological sites.
7. assists in field and lab photography and imaging.
8. assists in the collection of data for various technical and regulatory reports.
9. backfills excavated areas as necessary.
10. may act as lead worker for other employees, as assigned.
11. performs other related duties as assigned.

**Level II: Archeological Technician****3853**

Under general supervision of a Research Archaeologist or other designated supervisor, will utilize technical knowledge and skill to implement and carry out archaeological responsibilities and to supervise employees in the field and in the lab.

An Archeological Technician typically

1. implements pedestrian surveys, shovel-testing, hand units, trenching, or excavations and directs subordinate employees in completing these tasks.
2. implements and monitors heavy equipment excavations at archaeological sites, locates and defines archaeological deposits, and supervises subordinates in this task.
3. implements all logistical arrangements for field projects including equipment, vehicle use and maintenance, lodging, and other aspects of the project as required.
4. determines need for various sampling strategies (such as soil flotation or pollen analysis) and directs subordinate employees in completing the task.
5. prepares measured drawings showing major features of the site using hand-held GPS units, stadia rod and surveyor's chain, and other tools to map project, site or other areas of archeological significance.
6. keeps field records of locations of findings and other observations, archeological features and types of materials found.
7. assists in preparation of various technical and regulatory reports.
8. performs field and lab photography.
9. performs lab analysis of field data and supervises subordinate employees in routine lab work.
10. assists in selection, evaluation, and discipline of subordinate personnel in assigned area.
11. trains subordinate employees in their assigned duties.
12. assists in planning and implementing field expeditions as delegated.
13. performs other related duties as assigned.

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:****Level I: Archeological Assistant****4588**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- A. None

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Stamina — The ability to exert yourself physically over long periods of time without getting winded or out of breath.
2. Dynamic Strength — The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
3. Science — Using scientific rules and methods to solve problems.
4. Mathematics — Using mathematics to solve problems.
5. Written Expression — The ability to communicate information and ideas in writing so others will understand.
6. Written Comprehension — The ability to read and understand information and ideas presented in writing.
7. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
8. Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
9. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
10. Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
11. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
12. Coordination — Adjusting actions in relation to others' actions.
13. Near Vision — The ability to see details at close range (within a few feet of the observer).
14. Far Vision — The ability to see details at a distance.

**Level II: Archeological Technician****3853**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (a) Baccalaureate degree in archeology that included archeological field and laboratory practice

or

- (b) Baccalaureate degree in a discipline, or combination of disciplines, related to archeology (such as anthropology, history, or classics) with specialization in archeology that included archeological field and laboratory practice

or

experience and/or training which provided knowledge of generally accepted principles, theories, and practices of archeology and which was of such scope, level and quality as to assure the applicant's overall ability to undertake archeological technician duties. Such experience and/or training must be evaluated on the basis of their/its comparability to the specialized formal training in archeology listed above, taking into account the relationship of the experience and/or training to the instruction and field and laboratory practice normally included in such formal programs<sup>1</sup>

#### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. History and Archeology — Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.
2. Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
3. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
4. Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
5. Foreign Language — Knowledge of the structure and content of a foreign (non-English) language including the meaning and spelling of words, rules of composition and grammar, and pronunciation.
6. Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
7. Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
8. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

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<sup>1</sup>In substituting experience and/or training for the specialized formal training in archeology, as provided above, it is recommended that in order to ensure consistent application of these qualifications, the evaluation and verification of an applicant's experience and/or training be accomplished through the cooperative efforts of an experienced archeological technician or archeologist and the personnel office in a manner that will preserve the applicant's anonymity.

9. Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications. Basic knowledge of archeological theory, techniques, and methods.
10. Writing — Communicating effectively in writing as appropriate for the needs of the audience.
11. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
12. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
13. Speaking — Talking to others to convey information effectively.
14. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
15. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
16. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
17. Coordination — Adjusting actions in relation to others' actions.
18. Science — Using scientific rules and methods to solve problems.
19. Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
20. Written Comprehension — The ability to read and understand information and ideas presented in writing.
21. Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
22. Written Expression — The ability to communicate information and ideas in writing so others will understand.
23. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
24. Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
25. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

26. Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
27. Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
28. Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
29. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
30. Speech Clarity — The ability to speak clearly so others can understand you.
31. Coordination — Adjusting actions in relation to others' actions.
32. Near Vision — The ability to see details at close range (within a few feet of the observer).
33. Far Vision — The ability to see details at a distance.