

## ARCHAEOLOGY SERIES

| Code No. | Class Title               | Occ.<br>Area | Work<br>Area | Prob.<br>Period | Effective<br>Date | Last<br>Action |
|----------|---------------------------|--------------|--------------|-----------------|-------------------|----------------|
| 4588     | Archaeological Assistant  | 15           | 504          | 6 mo.           | 06/01/15          | Rev.           |
| 3853     | Archaeological Technician | 02           | 502          | 6 mo.           | 06/01/15          | Rev.           |

### *Promotional Line: 40*

#### 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: Archaeological Assistant 4588**

Under direct supervision of Archaeological Technicians and general supervision of Research Archaeologists, perform unskilled and semi-skilled tasks at Archaeological field sites.

An Archaeological Assistant typically

1. performs pedestrian surveys looking for evidence of Archaeological remains on ground surface.
2. performs shovel-testing looking for evidence of archaeological remains below the surface.
3. collects flotation, pollen, radiocarbon, faunal samples, etc., performs tests as needed including processing flotation samples and sorting recovered material.
4. assists in collecting field data using current technology (e.g., hand-held GPS units, Total Stations, and GIS Technology) and other tools to map project, site or other areas of Archaeological significance.
5. assists in keeping field records of locations of findings and other observations, Archaeological features and types of materials found.
6. excavates Archaeological features with shovel, trowel, or other tools as directed.
7. assists in routine laboratory work including washing, sorting, labeling, inventory and tabulation of artifacts recovered from archaeological sites.
8. assists in field and lab photography and imaging.
9. assists in the collection of data for various technical and regulatory reports.
10. backfills excavated areas as necessary.
11. may act as lead worker for other employees, as assigned.
12. performs other related duties as assigned.

**Level II: Archaeological 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 Archaeological 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. independently collects field data using current technology (e.g., hand-held GPS units, Total Stations, and GIS Technology) and other tools to map project, site or other areas of Archaeological significance.
6. keeps field records of locations of findings and other observations, Archaeological 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: Archaeological Assistant****4588**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High School graduation or GED.

2. 6 months of experience (paid or volunteer) related to field and/or lab work in the context of a large-scale cultural resource management project or transportation ARCHAEOLOGY program.

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: Archaeological Technician**

**3853**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (a) Bachelor's degree in ARCHAEOLOGY or a combination of disciplines related to ARCHAEOLOGY (e.g., anthropology, history, or classics).

AND

(b) Demonstrated Archaeological field and laboratory experience of 18 months or more.

OR

2. 3 years (36 months) of experience comparable to or beyond the level of Archaeological Assistant.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Science — Using scientific rules and methods to solve problems.
2. Mathematics — Using mathematics to solve problems.
3. Written Expression — The ability to communicate information and ideas in writing so others will understand.
4. Written Comprehension — The ability to read and understand information and ideas presented in writing.
5. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
6. Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
7. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
8. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
9. Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
10. 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).
11. Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
12. 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.
13. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
14. Coordination — Adjusting actions in relation to others' actions.

15. 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.
16. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
17. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
18. Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
19. Supervise - for program, activity, task, or people, oversee, manage, direct, organize, motivate, and/or conduct.
20. Stamina — The ability to exert yourself physically over long periods of time without getting winded or out of breath.
21. Dynamic Strength — The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
22. Near Vision — The ability to see details at close range (within a few feet of the observer).
23. Far Vision — The ability to see details at a distance.