Specifications for the Class:

PRINCIPAL ARCHAEOLOGIST

DISTINGUISHING CHARACTERISTICS

This class reflects an archaeologist that serves as a principal investigator for any archaeological project which must be reviewed and approved by the State Historic Preservation Division. The Principal Archaeologist is directly responsible and accountable for assuring the quality of all aspects of a historic preservation project, and the accuracy and completeness of its written documentation. Such responsibility includes planning and directing archeological investigations, preparing required documents and plans in compliance with State and federal laws, rules and regulations; and overseeing the work of archaeologists, volunteers and others assisting with archaeological fieldwork, analyses and other related projects.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

1. Prepares archaeological research designs and directs archaeological investigations; conducts inventory surveys to identify and evaluate archaeological sites and other historic properties and to determine the function, significance, interpretive potential and cultural values of these sites.

2. Conduct data recovery prior to the development of parks and/or other facilities, et al., if there will be a loss or impact to archaeological resources; monitor construction for potential archaeological remains; conduct archaeological analyses; prepare archaeological reports and site maps in compliance with federal and State laws and regulations pertaining to archaeological and cultural resources.

3. Conduct research of written literature, historic records, maps and photographs to provide background for archaeological research and to assist with interpretation of cultural resources, and prepares reports of findings.

4. As required by State Historic Preservation Law and Rules, or the National Historic Preservation Act when federal funds are involved, prepare proposed effect determination letters, inventory survey reports, preservation plans, archaeological monitoring plans and data recovery plans for parks and/or other projects.

5. Monitor archaeological and cultural sites to evaluate threats, changing conditions and public impact as part of a cultural resources management program.

6. Respond to the identification of burial sites or human remains in compliance with State law and prepare burial treatment plans or other required documents.

7. Prepare preservation plans for archaeological and cultural resources that outline short- and long-term preservation and mitigation measures.

8. Formulate and recommend policies for cultural resources management; implement and oversee cultural resource management programs.

9. Establish curator/volunteer agreements with community organizations; provide training and work with curators on care and management of archaeological and cultural sites; provide technical expertise for projects conducted by these curators.

10. Oversee the establishment of databases to manage information on archaeological and cultural resources, data and records generated by fieldwork or analysis and project compliance.

11. Provide technical information for the development of interpretive materials (signs, brochures, displays and trails) based on archaeological and historical research.

12. Prepare interpretive plans for archaeological and historic sites that identify the interpretive themes, resources and interpretive techniques.

13. Prepare and/or coordinate the preparation of regulatory documents such as Environmental Impact Statements, Environmental Assessments, Conservation District Use Applications and Special Management Area permits for historical parks and cultural sites.

14. Consult with resource persons in the community and develop Cultural Impact Assessments in compliance with State laws and regulations.

15. Determine property acquisition needs for historic properties, including buffers and new historic properties.

16. Prepare budget requests for archaeological and historic research, interpretation of cultural resources and implementation of resource management measures, such as stabilization and restoration.

17. Supervise archaeologists, volunteers and student interns assisting with archaeological fieldwork, analyses and other related projects.

COMPETENCIES REQUIRED: (*The competencies required to effectively perform the key duties of this class are indicated in the following table. The degree of each competency required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in this class.)*

*"**P**" indicates a prerequisite competency, which must be brought to the job.*
*"**A**" indicates a competency that is required for full performance that may be acquired on the job, within the probationary period.*

COMPETENCIES	PRINCIPAL ARCHAEOLOGIST
READING: Understand and interpret complex written material, including laws, rules, regulations and policies.	P
WRITING: Use correct English grammar, punctuation and spelling; communicate information in a succinct and organized manner; produce written information that is appropriate for the intended audience.	P
ORAL COMMUNICATION: Express information to individuals and groups effectively, taking into account the audience and nature of the information.	P
DECISION MAKING: Make sound, well-informed and objective decisions; perceive the impact and implications of decisions.	P
PROBLEM SOLVING: Identify problems; analyze problems logically and systematically; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives and to make recommendations.	P
REASONING: Identify rules, principles or relationships that explain facts, data or other information; analyze information, make correct inferences and draw accurate conclusions.	P
INFORMATION MANAGEMENT: Identify a need for and gather information from appropriate sources; organize information to facilitate analysis and decision making.	P
INTERPERSONAL SKILLS: Deal effectively with others; establish and maintain effective working relationships with others; treat others with courtesy and tact.	P

COMPETENCIES	PRINCIPAL ARCHAEOLOGIST
TECHNICAL COMPETENCE: • Knowledge of archaeological techniques, methods and theory; • Knowledge of cultural and natural history of Hawaii; • Knowledge of human osteology; • Demonstrated ability to plan, organize and conduct archaeological fieldwork and analyses.	P
ORGANIZATIONAL AWARENESS: Understand and apply pertinent laws, rules, policies and procedures.	A
SUPERVISORY SKILLS: Serve as a project leader requiring coordination with other State, county or federal government agencies, etc.; supervise volunteers and students with archaeological fieldwork, analyses and other related projects.	P

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet the requirements specified in §13-281-3, Hawaii Administrative Rules, which are indicated below:

Education Requirement: Applicants must possess a master's degree in archaeology or anthropology with specialization in archaeology, or an equivalent field, from an accredited college or university.

Experience Requirements: Applicants must possess all of the following experiences, which may have been gained prior to receiving a master's degree:

1. One (1) year of cumulative archaeological experience in Hawaii or the Pacific;

2. Four (4) months of supervised archaeological field and analytic experience in Hawaii[1]; and

3. One (1) year of archaeological research, administration, or management experience at a supervisory level with at least four (4) months of field experience. Such experience may have been gained by supervising the work of volunteers, students or others engaged in field study or other archaeological projects, but need not have been gained in Hawaii or the Pacific.

[1] Supervision must have been received by an Archaeologist serving as a Principal Investigator who was certified by the State Historic Preservation Division.

In addition to the above, applicants must possess:

- A demonstrated ability to carry research to completion, as shown by completed theses, publications and manuscripts; and
- A demonstrated knowledge of historic preservation laws, rules and guidelines.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the specifications and a change in class code from 5.781 to 2.853, for the class PRINCIPAL ARCHAEOLOGIST, which were approved on May 12, 2011.

DATE APPROVED: 5/18/12

BARBARA A. KRIEG, Director
Department of Human Resources Development