Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE:  [ ] NEW POSITION  [ ] EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name
   Kansas State Historical Society

2. Employee Name (leave blank if position vacant)

3. Division
   Cultural Resources Division

4. Section
   Archeology

5. Unit
   Use

6. Location (address where employee works)
   City Topeka  County Shawnee

7. (circle appropriate time)
   Full time  Perm.  Inter.  Part time  Temp.  %

8. Regular hours of work: (circle appropriate time)
   FROM: 8:00 AM  To: 5:00 PM

   K0040923

10. Budget Program Number
   49701

11. Present Class Title (if existing position)
    Archeologist III (State Archeologist)

12. Proposed Class Title

13. Allocation

14. Effective Date

15. By
   Approved

16. Audit
   Date:    By:

17. Audit
   Date:    By:

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

PART II - To be completed by department head, personnel office or supervisor of the position.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?
   Name
   Public Service Executive II
   Position Number
   K0061568

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Many of the office’s activities are planned and implemented through a teamwork approach. The employee will be a leader in several teams that will integrate archeology into the public outreach and educational mission of the agency, as well as fulfill mandated state and/or federal laws or regulations, and contractual project commitments of the fee fund. As State Archeologist, the employee will have duties that require planning, developing, and coordinating both public programming and research. This person will represent official opinions of the agency about archeological activities and laws, and counsel with the public over difficult issues. The person must be able to negotiate on behalf of the agency with skill and influence when dealing with difficult or uncooperative groups and individuals. Latitude, instructions, methods, guidelines, and assignments are prescribed by professional procedures and standards for carrying out the agency mission and/or state and federal statutes. This position is given ample latitude to develop work methods and procedures in consultation with Cultural Resources Division Director.
21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (be brief); how is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

<table>
<thead>
<tr>
<th>No. Each Task Indicate Percent of Time</th>
<th>E or M</th>
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<tbody>
<tr>
<td>1. 10%</td>
<td>E</td>
</tr>
<tr>
<td>2. 25%</td>
<td>E</td>
</tr>
<tr>
<td>3. 15%</td>
<td>E</td>
</tr>
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<td>4. 15%</td>
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<tr>
<td>5. 20%</td>
<td>E</td>
</tr>
<tr>
<td>6. 10%</td>
<td>E</td>
</tr>
</tbody>
</table>

Consults with and advises the Executive Director of the Kansas State Historical Society (KSHS), the Cultural Resources Division (CRD) Director on matters relating to archeology. This advice is reviewed by the CRD Director for professional accuracy and opinions about difficult issues.

Administers and manages all KSHS archeological activities such as investigations, conservation of archeological sites, and research, and supports the advancement of archeology within the state, region, and nation. This includes the Kansas Historical Society’s relationship with government agencies, officials, universities, and the private sector to develop and implement programs to protect, manage, conserve and develop archeological resources. This is accomplished through meetings with staff, planning sessions and writing priorities within requirements of laws and the programs administered by the agency and by supervising the general fund archeologists who undertake these activities. Oversees the archeology laboratory, the fee fund program, which has included contract projects for the KS Dept. of Transportation, Army Corp of Engineers, and National Resources Conservation Service, and the curation and conservation of the KSHS artifact collections. Review of program by the Cultural Resources Division Director is based upon its success within the outreach and educational mission and vision of the agency. Review is also on going by professional peers at universities because of the position the state archeologist serves on the Antiquities commission and as the state’s representative for archeological matters. These reviews are on going through public interaction with Professional Archeologists of Kansas (PAK) and the Kansas Anthropological Association (KAA).

Evaluates and monitors state and federal laws, which require agency action. This is accomplished through a professional analysis using archeological principles and techniques to determine agency responsibility and action. Determinations may be reviewed by legal counsel to evaluate if decisions are appropriate and if analysis is adequate. Review of work is infrequent although consultation and problem solving with the Cultural Resources Division Director is expected.

Initiates and oversees archeological investigations across Kansas. This requires the physical ability to conduct archeological fieldwork, such as pedestrian sweeps, and excavations. Such work may occur because of the Antiquities Law, Unmarked Burial Law, Native American Grave Protection and Repatriation Act (NAGPRA), or may result from planned research or other required work through fee fund activities. Oversees staff archeologists who conduct investigations of important endangered sites dating from the prehistoric times through the 20th century, and who record sites and ensure their protection. The CRD Director base review on successful investigations within the scope of law.

Coordinates agency public outreach and assistance for archeology. Works closely with KSHS staff to integrate archeology into agency activities. Sees that staff responds to inquiries regarding prehistory, Native American groups, and both prehistoric and historic archeology in Kansas. The office offers archeological consultation to state agencies, professional and avocational archeologists, landowners, teachers, heritage groups, and interested individuals. Staff members work with small museums to develop special exhibits and improve the KSHS’s permanent exhibits relating to archeology and Native Americans. Also oversees staff engaged in Archeology Week activities and the Kansas Archeological Training Program (KATP). Success is measured by goals achieved within mission and vision of the agency. Both Archeology Week and KATP are major public outreach activities of the KSHS.

 Writes, prepares, critiques or reviews special reports, the budget for archeological activities, public and/or scientific publications, grant applications, exhibit text and archeological materials for other agency projects. Review is on-going through successful grant applications, popular and professional publications and the integration of archeological research and reports into public programming, exhibits and other agency projects as determined by the CRD Director.
Completes other duties as assigned by the Executive Director of KSHS, the CRD Director which may include but not be limited to special projects representing the agency or archeology at meetings, seminars, or conferences.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

   (X) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Position Number</th>
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<tbody>
<tr>
<td>Archeologist</td>
<td>(Unclass)</td>
<td>K0243617</td>
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<tr>
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<tr>
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<td>K0075667</td>
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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

   (X) Major program failure, major property loss, or serious injury or incapacitation.

   Please give examples.

Errors in judgment could result in waste of public funds, loss of significant historical and archeological scientific resources. The misinterpretation of data, inappropriate investigations or selection of unqualified personnel could cause such loss. Poor public relations could jeopardize the good name of the agency in general, and specifically; with land owners and Native American tribal representatives.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position officially represents the Kansas State Historical Society with the public on archeology matters. Public contact averages weekly for information, talks, and consultation. This involves contact with collectors wanting to identify artifacts, the media writing special stories, groups requesting slide shows and lectures, historical museums needing assistance and help with exhibits and publication, and amateurs requesting training and guidance. Employee contact (other than this division) is daily to weekly with division heads, committees, and agency staff. Professionally, contacts are made and cultivated with academic personnel at the universities and Native American tribes. Professional groups also include the Professional Archeologists of Kansas (PAK) and Kansas Anthropological Association (KAA) a non-profit organization of amateurs and professionals. Contact with one or more of these various groups are weekly. Other contacts, which occur several times a year, are those with regional professional groups and conference goers who study the archeology of the Great Plains.

25. What hazards, risks or discomforts exist on the job or in the work environment?

No unique hazards or discomforts. Normal risks associated with highway driving, use of excavation hand tools. Some exposure to environmental discomfort associated with fieldwork such as extreme temperatures, insects, etc.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

- Computers - daily
- Cameras - weekly
- Office equipment - daily
- Automobile, suburban, or pickup truck - up to 12,000 miles per year
- Survey, mapping and excavation tools at seasonal digs and slide projectors - 10-25 times per year
PART III - To be completed by the department head or personnel office

27. List the **minimum** amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

   Education - General

   Master’s Degree in archeology, anthropology, or closely related field and three years work experience in archeological field research, administration or management and leadership ability at the supervisory level. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

   Education or Training - special or professional

   Independent and complex work experience in archeological field research, writing, and leadership abilities at the supervisory work level.

   Ph.D. Degree preferred

   Licenses, certificates and registrations

   Valid driver’s license

   Membership in one or more professional organizations

   Special knowledge, skills and abilities

   Extensive knowledge of regional cultural prehistory and ethno history and all aspects of archeology, including survey, excavations, report writing, analysis of research data, and artifact curation. Familiar with current appropriate federal and state laws and regulations for cultural resource preservation and management. Excellent skills and communication, both verbal and written, for professionals and lay individuals. Excellent skills in managing personnel within a teamwork environment. Experience or research in Great Plains archeology.

   Experience - length in years and kind

   Five years of experience or more as a professional archeologist including administrative or supervisory experience. Must be able to demonstrate experience with successful administration of major archeological programs. Such experience to include budgeting, staffing, designing research, writing grant applications, directing excavations, writing, and preparing scientific and popular reports and managing decisions for cultural resource preservation or conservation.

28. **SPECIAL QUALIFICATIONS**

   State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee                         Date

Signature of Personnel Official               Date

Approved:

Signature of Supervisor                         Date

Signature of Agency Head or Appointing Authority  Date