

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 Division of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

Agency Number

Position Number

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

1. Agency Name Kansas State Historical Society	9. Position No. K0068644	10. Budget Program Number
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Historic Preservation Specialist II	
3. Division Cultural Resources Division	12. Proposed Class Title	
4. Section Historic Preservation Office	For Use By Personnel Office	13. Allocation
5. Unit		14. Effective Date
6. Location (address where employee works) City Topeka County Shawnee		15. By _____ Approved
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: _____ By: _____ Date: _____ By: _____
8. Regular hours of work: (circle appropriate time) FROM: 8:00AM AM/PM TO: 5:00PM AM/PM		17. Audit Date: _____ By: _____ Date: _____ By: _____

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

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.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Katrina L Ringler	Director, Cultural Resources Division	K0061568

0 Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Same as above		

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 division's activities are planned and implemented through a teamwork approach and the employee's participation is reviewed by the supervisor. The employee is a major participant in several teams which integrate the office's activities into the public outreach and educational mission of the agency. The employee will assist the office in fulfilling the mandated state and/or federal laws or regulations. Some assignments are mandated by the National Park Service as part of an agreement with each state. The employee exercises independent judgment on areas to survey and the archeological sites to test for National Register potential. The employee reviews all projects requiring earth-altering activities. The employee may receive assignments in several forms, but the employee will exercise independent judgment and the freedom to develop his/her own sequences and methods to fulfill the position description in consultation with the Division Director.

21. Describe the work of this position using this 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?

It is expected that the employee will participate in, work with, and otherwise cooperate with the teamwork system that is instituted in the Cultural Resources Division to carry out the Division's responsibilities. A high level of customer service is expected from staff.

Review and Compliance

50% Review projects in accordance with state and federal laws for the protection of historic properties (K.S.A. 75-2724 and 36 CFR Part 800). Educate the public and government officials about protective laws. Evaluate plans submitted by property owners, federal and state agencies, and local governments through the Kansas Review & Compliance online submittal portal in a timely manner and analyze their potential for affecting the state's archeological resources. Review and evaluate reports for conformance with the *Kansas SHPO's Guide to Archeological Survey, Assessment and Reports*.

25% Review and revise as needed: Programmatic Agreements (PAs), Memoranda of Agreement (MOAs), cooperative agreements with federal and state agencies, SHPOs Guide for Archeological Survey, Assessment and Reports, and develop new SHPO guidelines for other investigations as needed. Assist in consultations with federal agencies when necessary to advise and assist them in their compliance with 36 CFR Part 800. Must possess skills necessary to provide excellent customer service.

Outreach

10% Provide information and cultural resource training individually and through workshops on archeology as it relates to historic preservation to federal, state, county, and local agencies, planners, individuals and groups. Participate in the Kansas Archeology Training Program, teach classes when required, write publications for public audiences. Work with the agency Public Information Officer to provide publicity notices, workshop notices, and other materials at the PIO's request related to archeological activities for the Historic Preservation Office. Provide content for agency social media platforms and occasionally prepare articles for the print publication. Provide and update materials for the KSHS web site. Actions reviewed by the supervisor for timeliness, quality, and assistance in outreach activities.

May be required to attend meetings of the Kansas Antiquities Commission to provide information about office activities. (Note: this position does not review projects under the Kansas Antiquities Act.)

Fieldwork

5% Conduct in-depth field surveys in specified geographic areas on an annual basis to locate, record and assess archeological sites for inclusion in the state inventory and for potential state or National Register nominations. Must be physically able to carry out pedestrian archeological surveys on all types of terrain and under all kinds of climatic conditions, and to perform standard archeological testing and excavation techniques. Identify and evaluate the artifacts and other data accumulated at the sites to utilize the data in the National Register nomination forms. Field check and test previously known sites to assess their eligibility for National Register nomination. Field check sites listed on the National Register to assess potential threats. Reviewed by supervisor for the quality of work completed and through oral and written reports of surveys.

National Register Nominations

5% Prepare and/or review state and National Register nomination forms for archeological sites and districts that meet the National Register criteria of eligibility. Make presentation of information on these sites at meetings of the Kansas Historic Sites Board of Review and makes recommendations to the board on approval of these nominations. Review is by the board and by the National Park Service.

5% Complete other duties as assigned. Reviewed by the supervisor.

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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.
- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.
- | Title | Position Number |
|-------|-----------------|
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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 health 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.
- Please give examples.

Errors in judgment could result in waste of public funds and the loss of significant cultural resources. The misinterpretation of data, inappropriate investigations or actions could be costly to a government agency or other property owner. Poor public relations could jeopardize the image of the agency in general, and specifically with land/building owners and other employees of state or federal agencies.

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

The employee works closely with other members of the SHPO staff. The employee may have daily contact with a wide variety of individuals from the public and government agencies. Contact may include the media, groups requesting presentations, property owners needing assistance, and requests for training. Weekly to monthly contact will also include committees and agency staff from outside this division, consultants, and researchers. Contacts are made and cultivated with academic personnel at the universities and local historical societies as well as non-profit associations.

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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 and 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, printers, copies - daily
Automobile, suburban or pickup truck
Survey, mapping and excavation tools at seasonal digs; laptops & projectors - 10-25 times per year

PART III - To be completed by the department head or personnel office

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

Employee must meet the Secretary of the Interior's Professional Qualifications in the area of Archeology (36 CFR 61, Appendix A).

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. 2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrated ability to carry research to completion.

And **one** of the following:

- 4a. A professional in historic archeology shall have at least one year of full-time professional experience in the study of archeological resources of the historic period.

Or

- 4b. A professional in prehistoric archeology shall have at least one year of full-time professional experience in the study of archeological resources of the prehistoric period.

Education or Training - Special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Knowledge of preservation practices and principles in state and federal historic preservation programs.
Familiarity with archeological field and laboratory techniques and terminology.
Ability to prepare and interpret maps,
Knowledge of historic preservation programs and planning techniques
Ability to establish cooperative, positive working relationships with other professionals and the public.
Knowledge and experience using GIS

Experience - Length in years and kind

In addition to meeting the Secretary of Interior's Professional Qualifications in the area of Archeology as stated above, it is preferred that the that the employee have at least two years of field work in Kansas.

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.

The employee must meet the Secretary of the Interior's Professional Qualifications Standards for Archeology (36 CFR 61, Appendix A). Must be physically able to carry out pedestrian archeological surveys on all types of terrain and under all kinds of climatic conditions, and to perform standard archeological testing and excavation techniques.

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Approved:

Signature of Supervisor _____ Date _____

Signature of Agency Head or Appointing Authority _____ Date _____