



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF CULTURAL RESOURCE MANAGER	39	A	7.854

Under administrative direction, the Chief Cultural Resource Manager directs the Department of Transportation's statewide cultural resource management program to ensure compliance with federal, state, and local mandates applicable to cultural remains. Primary responsibilities include managing the Department's Cultural Resource Section and serving as Principal Investigator for archaeological surveys, excavations, and mitigation projects subject to review by various state and federal agencies. This single-position class reports to a Division head in the Department of Transportation, and supervises Cultural/Natural Resource Specialist III's, who supervise lower level Cultural/Natural Resource Specialists in archaeological work. The position carries the highest level of technical expertise in cultural resource management within the Department, and is the focal point of administrative and technical accountability for the Department's cultural resource management obligations.

Develop Cultural Resource section's work plan in response to requests from the Department of Transportation's Divisions of Planning, Design, Bridge, Materials & Testing, Right of Way, and Maintenance Districts; coordinate with professionals and managers throughout the Department to define project parameters, advise on legal cultural resource management requirements affecting their projects, and suggest means of achieving compliance.

Represent the Department's cultural resource management efforts to regulatory agencies, historic preservation organizations, and the scientific community; conduct tribal consultations regarding projects that will impact Native American sites; consult other members of the archaeological community with recognized expertise in specific types of sites; ensure that recovered artifacts are curated at appropriate museums.

Supervise archaeologists in the design and management of cultural resource surveys, evaluation of eligibility for National Register of Historic Places, excavations, mitigation projects, and the writing of scientific reports; assign projects to employees or contractors depending on specialized expertise required. Personally manage the most complex and sensitive projects; manage the section's testing, evaluation, and mitigation of cultural resource sites uncovered during construction to ensure regulatory compliance while enabling the earliest resumption of construction; serve as editor of technical papers published by the section for the archaeological community.

As Principal Investigator, retain legal responsibility for quality and ethics of scientific work performed by the section under permits from the State and various federal land management agencies.

Develop and manage section budget; oversee development of project cost estimates; negotiate contracts for consulting services; evaluate and provide for personnel training needs; administer personnel policies and programs for section employees.

Act on behalf of the Division head as assigned, which requires the incumbent to maintain updated current knowledge of the Department's environmental projects and services as related to transportation systems construction.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * *A valid driver's license is required at the time of appointment and as a condition of continued employment.*
- * *Incumbent is required to hold Principal Investigator status at time of application.*

EDUCATION AND EXPERIENCE: Doctorate from an accredited college or university in archaeology, anthropology, architectural history, historical preservation or a closely related field and one year of experience conducting and supervising archaeological field surveys, excavations and testing and mitigation for proposed projects; **OR** a Master's degree from an accredited college or university in archaeology, anthropology, architectural history, historical preservation or closely related field and two years of experience as described above; **OR** one year at the Cultural/Natural Resource Specialist III level in Nevada State service; **OR** an equivalent combination of education and experience at or above the Bachelor's degree level. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

Detailed knowledge of: the National Historic Preservation Act of 1966, section 106 compliance process and other related federal regulations; archaeological theories and methods; working knowledge of historic preservation principles and theory. **Working knowledge of:** the functions of State and federal regulatory agencies and the time frames involved in the cultural/natural resources regulatory process; current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law. **Ability to:** coordinate the efforts of division staff, various State and federal agencies and professionals by determining the time, place and sequence of actions to be taken on the basis of the analysis of cultural resource data and project parameters; establish and modify priorities appropriately in response to changing conditions; supervise and direct all phases of large site excavation projects; manage division staff through delegation, training, performance evaluation and discipline; interact diplomatically with department staff, State and federal agencies, the scientific and preservation communities, and the general public; motivate others to effective action; analyze and modify staffing patterns, workflow, internal policies and procedures to accomplish established objectives; mediate between contending parties, negotiate and exchange ideas, develop consensus, and arrive at sound conclusions and solutions to organizational and cultural resource management problems; analyze technical reports and associated documents for accuracy and responsiveness to federal and State requirements; oversee the writing and editing of publication-quality scientific reports; speak extemporaneously on short notice regarding historic preservation, department cultural resource projects or archaeology.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: archaeological research issues pertaining to cultural resource management of Nevada sites; the responsibilities of a Principal Investigator and permit maintenance requirements. **Working knowledge of:** State and department policies and procedures for procurement, budget and personnel administration; where to go within the Department and the State for needed information. **Ability to:** organize and manage multiple simultaneous cultural resources projects on a statewide basis; effectively advise divisions within the department on cultural resource management obligations, time frames required, project implementation and coordination.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

7.854

ESTABLISHED: 1/31/85R
10/25/85PC
REVISED: 7/1/93P
8/31/92PC
REVISED: 7/1/95P
9/16/94PC
REVISED: 9/26/14PC