



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>
CULTURAL/NATURAL RESOURCE SPECIALIST III OPTIONS A: Department of Transportation B: Nevada Arts Council	35	B	7.856
CULTURAL/NATURAL RESOURCE SPECIALIST II OPTIONS A: Department of Transportation B: Nevada Arts Council	33	B	7.857
CULTURAL/NATURAL RESOURCE SPECIALIST I OPTIONS A: Department of Transportation B: Nevada Arts Council	31	B	7.858

SERIES CONCEPT

This class series encompasses positions that perform a broad range of professional and technical work involving but not limited to: cultural/natural resource assessment, programming, funding, evaluation, survey, inventory, preservation, research, education, planning, mitigation, and recovery. Incumbents apply a variety of professional and advanced technical knowledge, skills, methods and practices in performing duties of a specialized nature. Positions in this series are typically located in the Nevada Department of Transportation (Option A) or the Nevada Arts Council (Option B) and duties will vary depending upon the agency to which assigned.

Conduct research and reference work by investigating, researching and acquiring relevant field survey reports, historical source documents, publications, library research, conducting interviews with cultural representatives, and consulting with other professionals. Research material is organized and written reports or responses are prepared and data compiled for use in federal and State regulatory compliance, educational programs, interpretation of collections, published reports, and/or research projects.

Collect, arrange, record, and/or conserve historical and cultural material, artifacts, manuscripts, art work, photographs, flora and fauna. New or potential acquisitions are evaluated, registered, cataloged and processed into collections based on relevance of object or document, collection development guidelines, future research work or exhibit purposes. Conservation and preservation techniques are applied prior to storage.

Perform public outreach services, produce presentations, public programming, develop data bases and organize research material for use by constituencies, researchers, the public and grant applicants. Manage, develop and/or coordinate a variety of statewide arts programs to serve the needs of communities, nonprofit arts and non-arts organizations, public institutions, artists, educators and schools. Conduct or coordinate lectures or workshops for schools, clubs, organizations, community groups or institutions regarding various cultural/natural resource topics and research material.

Prepare grant applications and/or secure private funding sources for State and/or State sponsored programs, including the writing/amending of program descriptions and compiling required financial data; research, develop, recommend and implement long range plans and projects within grant guidelines to maximize and enhance services provided; develop reports regarding program activities, statistics and effectiveness and submit to funding sources as required.

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SERIES CONCEPT (cont'd)

Conduct field surveys of cultural/natural resource sites, document and interpret results of completed surveys, interview cultural representatives, and perform field evaluations and site excavations. Specific sites are located, identified and recorded. Recovered artifacts are cataloged and plotted. Information is used in report preparation, scientific research, exhibits, performances, educational programming, program planning, and/or to determine impact to cultural/natural resources.

Perform related duties as assigned.

CLASS CONCEPTS

Cultural/Natural Resource Specialist III: Under general direction, incumbents perform the duties in the series concept and in addition, manage a specialized cultural/natural resource program for an assigned agency. This is the supervisory level in the series. Supervisory duties include establishment of performance standards, evaluation of personnel, assignment and review of work, and recommendations in the hiring, firing and disciplinary actions of assigned employees.

The Cultural/Natural Resource Specialist III is distinguished from the Cultural/Natural Resource Specialist II by having both administrative and technical responsibility for a specialized cultural/natural resource program and directly supervising lower level Cultural/Natural Resource Specialist II's & I's, professionals, technicians and support staff.

OPTION A: Department of Transportation: Incumbents directly supervise Cultural/Natural Resource Specialist II's and I's performing archaeological field survey work to ensure compliance with federal and State guidelines; oversee field work of assigned staff and conduct preliminary review of completed surveys, testing, and comprehensive archaeological research reports involving large and complex site testing and analysis; assist the Chief Cultural Resource Manager in coordinating archaeological testing, mitigation, and excavation; and conduct field inventories of equipment and artifacts. Develop and make formal presentations to boards, commissions, State, federal and tribal agencies and the legislature; draft legislation and develop rules and regulations; develop budgets and monitor expenditures; and negotiate with other State, federal and local entities concerning contracts, grants, cases, incidents and other multi-jurisdictional issues.

OPTION B: Nevada Arts Council: Incumbents are responsible for coordination of a statewide arts program and supervision of Cultural/Natural Resource Specialist II's and I's. Incumbents develop and manage program budgets, monitor funding levels for programs and services provided, track program income and costs, and maintain records; prepare grant applications and/or secure private funding sources; oversee a subgrants review and awards process; develop reports regarding program activities, statistics, and effectiveness and submit to funding sources. This level is distinguished from the Cultural/Natural Resource Specialist II by budget responsibility, supervision of lower level professional staff and overall program management.

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CLASS CONCEPTS (cont'd)

Cultural/Natural Resource Specialist II: Under direction, incumbents act as a staff specialist for an assigned project or program areas and function independently and are accountable for the final work product. This is the journey level in the series. Assignments regularly require the ability to perform a variety of duties including research, interpretation, preservation, conservation, field work, education, collections management, report writing and preparation, and/or the development of professional publications.

OPTION A: Department of Transportation: Incumbents perform the full range of applicable duties in the series concept. Additionally, this level is distinguished from the Cultural/Natural Resource Specialist I by responsibility for on-site supervision of archaeological projects, including responsibility for the quality of field operations and data gathering, development of proposals including resource evaluations and recommendations, and preparing comprehensive field records and detailed reports. Positions allocated to this level prepare comprehensive archaeological research reports involving site testing and analysis to meet federal and State requirements. Duties may involve lead work over other Cultural/Natural Resource Specialist and/or supervision of lower level technicians, support staff, temporary or contract employees.

OPTION B: Nevada Arts Council: Incumbents are responsible for arts and cultural program development by coordinating and creating programs, projects and initiatives; writing grant applications and providing technical assistance to constituents; and by promoting public and private awareness and interest in the arts and art education.

Cultural/Natural Resource Specialist I: Under general supervision, incumbents perform the duties described in the series concept under direction of a higher level Cultural/Natural Resource Specialist. This is the trainee level in the series. Progression to the next level may occur upon meeting minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

OPTION A: Department of Transportation: Under supervision, incumbents prepare field records and detailed reports, and assist in project planning, data gathering and evaluation.

OPTION B: Nevada Arts Council: Under supervision, incumbents receive training in performing duties related to promotion of the arts and art education.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Options within this series will be designated at the time positions are classified.
- * Positions in this series may require specialized education and experience which will be identified at the time of recruitment.
- * Some positions at the Cultural Natural Resource Specialist II and III levels in the Department of Transportation are required to hold Principle Investigator status at the time of appointment.

INFORMATIONAL NOTE:

- * Applicants' professional qualifications must meet federal and State requirement to manage cultural/natural resource programs and/or to receive the Principal Investigator designation.

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST III

OPTION A: Department of Transportation

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology, or closely related field; and three years experience performing professional archaeological field studies which involved Archaeological program research planning, compliance, enforcement and technical support, of which one year involved on-site supervision with responsibility for quality of field operations and data gathering; **OR** Bachelor's degree from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology, or closely related field; and four years experience as described above; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Cultural/Natural Resource Specialist II in Nevada State service. *(See Special Requirements and Informational Note)*

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

Detailed knowledge of: the National Historic Preservation Act of 1966, section 106 compliance process and other related federal regulations to supervise cultural/natural resource projects in compliance with historic preservation law. **General knowledge of:** the functions of external regulatory agencies and the general time frame involved in the cultural/natural resources process. **Ability to:** meet State and federal permit requirements for project field supervision; prepare and administer contracts, grants and budgets; develop and draft permits for industry and governmental entities; write clear and concise legal agreements; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: archeological theories and methods to evaluate and make recommendations regarding survey sampling designs, techniques of data recovery and preservation, and research designs for data recovery programs. **General knowledge of:** current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law. **Ability to:** supervise and direct all phases of large site excavation projects; track and manage multiple projects and output; develop and make presentations to regulatory boards, natural resource agencies and groups, and commissions; develop State regulations, standards, guidelines and procedures.

OPTION B: NEVADA ARTS COUNCIL

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing, or related field and three years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; **OR** graduation from high school or equivalent education and five years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; **OR** an equivalent combination of education and experience above the bachelor's degree level; **OR** one year of experience as a Cultural/Natural Resource Specialist II in Nevada State service. *(See Special Requirements and Informational Note)*

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST III (cont'd)

OPTION B: NEVADA ARTS COUNCIL (cont'd)

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

Detailed knowledge of: arts policy, program management, and administration. **General knowledge of:** supervisory principles and practices. **Ability to:** create and implement new arts programs to fulfill agency goals and objectives; develop and implement focus groups, workshops, and conferences which may include field work to obtain information; *and all other knowledge, skills, and abilities required at the lower levels.*

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

Working knowledge of: agency and federal grant guidelines and the National Endowment for the Arts rules and regulations on grants; State and federal agencies and specific requirements pertaining to cultural resources/arts management in Nevada. **Ability to:** assess program and future project needs; develop and manage program budgets; motivate others to effective action in a diplomatic manner; plan, coordinate, and implement grant panel meetings and other publicity noticed meetings.

CULTURAL/NATURAL RESOURCE SPECIALIST II

OPTION A: Department of Transportation

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology, or a closely related field; and one year experience performing professional archaeological work in research, field studies work which involved archaeological program research planning, compliance, enforcement and technical support collection, cataloging, analysis and preservation of artifacts and other data; **OR** Bachelor's degree from an accredited college or university in history, architectural history, historical preservation, art history, archaeology, anthropology, or a closely related field; and two years experience as described above; **OR** an equivalent combination of education and experience above the Bachelor's degree level; **OR** two years of experience as a Cultural/Natural Resource Specialist I in Nevada State service.

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

Detailed knowledge of: the National Historic Preservation Act of 1966, section 106 compliance process and other related regulations to ensure compliance with historic preservation law; functions of regulatory agencies and the general time frame involved in the cultural resources regulatory process; a variety of tools and equipment used to perform data collection and interpretation. **Working knowledge of:** environmental impact statements and related documents to fulfill related cultural resources management requirements. **General knowledge of:** statistics. **Ability to:** research and classify artifacts; *and all other knowledge, skills and abilities required at the lower level.*

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

Knowledge of: current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law; State and federal agencies and specific requirements pertaining to site importance, making survey recommendations, and conducting archaeological surveys on federal property.

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST II (cont'd)

OPTION B: Nevada Arts Council

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing or related field and one year of professional level experience which involved general arts administration, management of an arts program, folklore studies, or comparable experience in a public or non-profit setting; **OR** graduation from high school or equivalent education and two years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; managing and administrating arts programs and grants; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Cultural/Natural Resource Specialist I in Nevada State service.

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

Detailed knowledge of: an arts field applicable to the position; arts policy; arts program development and administration; grants and funds development; and research methodologies and techniques.

Ability to: prepare material for use in the media; locate, document and interpret research materials as necessary.

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

Detailed knowledge of: the Arts Council's and federal grant guidelines and the National Endowment for the Arts rules and regulations on grants. **Ability to:** present information about the arts in general, and the arts field applicable to the position in particular, to interested groups and to the media; establish rapport and maintain cooperative working relationships with colleagues and peers, artists, the media, and supporters of the arts; assess program and future project needs; and collect and interpret data for program development, budgeting and other pertinent activities.

CULTURAL/NATURAL RESOURCE SPECIALIST I

OPTION A: Department of Transportation

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology, or closely related field; **OR** an equivalent combination of education and experience above the Bachelor's degree level.

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

Working knowledge of: archaeological terminology; archeological field methods including excavation procedures, feature identification, collection methods, soil descriptions and the use of survey equipment; basic archive research methods for the preparation of cultural background data, historic and prehistoric feature descriptions, mitigation proposals and technical reports; basic drafting and illustrative graphic techniques; soil horizons and structures in describing stratigraphy; a variety of tools and equipment used to perform data collection and interpretation. **General knowledge of:** mathematics and statistics; the National Historic Preservation Act of 1966, section 106 compliance process to supervise cultural/natural resource projects in compliance with historic preservation law. **Ability to:** locate and correctly interpret geomorphological features.

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST I (cont'd)

OPTION A: Department of Transportation (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (typically acquired on the job):
Detailed knowledge of: the functions of regulatory agencies and the general time frame involved in the cultural resource regulatory process. **Working knowledge of:** Intermountain Antiquities System Users Guide in the processing of archaeological sites and encoding forms; preservation and conservation technology to assess the condition of cultural/natural resources and recommend appropriate action. **Ability to:** describe Great Basin biota and land forms for archaeological documents and site reports; read and interpret design plans, specifications and pit descriptions; conduct primary and secondary research on cultural resource sites.

OPTION B: Nevada Arts Council

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing or related field; **OR** graduation from high school or equivalent education and two years of para-professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; **OR** an equivalent combination of education and experience.

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

Working knowledge of: computer hardware and software including general office applications. **General knowledge of:** an arts field applicable to the position; arts program management and administration; grants and funds development; research methodologies and techniques. **Ability to:** communicate effectively both orally and in writing; develop written materials such as newsletters, guidelines, reports and speeches; establish rapport and maintain cooperative working relationships with colleagues and peers, artists and arts administrators, the media, profit and non-profit sectors, State and federal agencies and the general public; exchange ideas to arrive at decisions, conclusions and solutions to arts and cultural challenges and/or problems; respond effectively and diplomatically to interruptions, distractions, changing deadlines, and requests for information.

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

Working knowledge of: grants and fund development; Nevada Arts Council and the National Endowment for the Arts purposes, goals and responsibilities.

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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 class.

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ESTABLISHED:	1/31/85R 10/25/85PC	9/23/75	6/29/73	9/23/75
REVISED:	7/1/93P 8/31/92PC	7/1/93P 8/31/92PC	9/23/75	7/1/93P 8/31/92PC
REVISED:	7/1/95P 9/16/94PC	7/1/95P 9/16/94PC	7/1/93P 8/31/92PC	7/1/95P 9/16/94PC
REVISED:			7/1/95P 9/16/94PC	
REVISED:	03/05/14UC	03/05/14UC	03/05/14UC	03/05/14UC