



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ARCHAEOLOGIST COORDINATOR

Job Number: 20001533

Job Code: 80050V240316

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 06/16/1982

Job Revised: 03/16/2024

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates archaeological research and documentation of archaeological projects. Responds to formal submissions of documents to determine whether archaeological investigations are warranted. Reviews and comments on formal submissions of technical documents and reports to ensure documentation meets federal and state guidelines for the identification, evaluation, and assessment of archaeological sites and surveys; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Master's degree in archaeology, anthropology, or related field.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates work of archaeologists. Determines appropriate level of effort for Kentucky's archaeologists in identifying, evaluating, and assessing archaeological resources. Determines whether archaeological fieldwork and reporting meets federal and state guidelines. Determines whether consulting archaeologists practicing in Kentucky meet the federal professional qualifications required to conduct archaeological investigations. Documents and tracks multiple attributes pertaining to archaeological research and sites in Kentucky as required by the National Historic Preservation Act and for the generation of annual reports pertaining to the Historic Preservation Fund and other reports to our partner federal and state agencies. Drafts and comments on agreement documents that are executed in efforts to streamline review and compliance for partner federal, state, and local agencies or offices, or to mitigate adverse effects to archaeological sites. Collaborates with the Office of State Archaeology, directors of curation facilities, the greater professional archaeological community, and the Kentucky Organization of Professional Archaeologists to maintain, improve, and promote a greater awareness of the significance and finite nature of Kentucky's archaeological resources. Completes archaeological investigations in assigned districts and as needed statewide that may include desktop review, fieldwork to identify sites in the project footprint, recording of archaeological sites in the field, and assessment of the significance of any site recorded. Coordinates projects with the Office of State Archaeology, the State Historic Preservation Office, and project team members. Coordinates reports with the State Historic Preservation Office, FHWA, and other federal agencies to comment on effect determinations and provide concurrence with or guidance for those determinations. Coordinates with upper management to develop and implement policies and procedures related to the program that may improve efficiency, and monitors changing federal and state laws and policies relating to archaeological resources. Provides assessment to upper management of possible effects or process changes that may result from new or revised federal or state laws. Acts as a Principal Investigator for evaluations or mitigations of sites of both component types (Prehistoric and Historic). Completes all levels of archaeological investigations in person or via consultant contracts as necessary. Reviews, evaluates, requests revision as necessary, and coordinates archaeology reports and documents submitted by consultants with the appropriate state and federal resource agencies. Provides effect determinations to regulatory agencies for their concurrence and notifies Project Team of outcome. Provides communication regarding Kentucky Transportation projects and programs, schedules meetings as appropriate, and ensures that project team members are included on communications. Completes data entry for tracking and reporting on federal and state projects throughout the Commonwealth.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed both in an office setting and in the field.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.