

Effective Date: April 9, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ARCHEOLOGIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future positions which perform professional archeologist functions. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional archeologist positions found at the State Historical Society. Positions allocated to this classification are responsible for conducting archeological research and surveys to identify significant properties for nomination to the National Register of Historic Places and/or the Wisconsin State Register of Historic Places; excavating and analyzing artifacts and human remains recovered at archeological sites; conducting research to relate archeological findings to historical documentation; performing liaison work with the professional archeology community; and planning for the preservation of archeological sites; etc.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which, for a majority of the time (i.e., more than 50%), are responsible for collection acquisition and refinement, development of collection and exhibits policies, research, maintenance, and providing educational and interpretive programs and are more appropriately classified as Curators.
2. Positions which, for a majority of the time (i.e., more than 50%), are responsible for the provision of service and consultation for local historic societies, federal agencies, private citizens, and municipalities on historic preservation matters and are more appropriately classified as Historic Preservation Specialists.

3. Positions which, for a majority of the time (i.e., more than 50%), perform paraprofessional support for an archeologist and are more appropriately classified as Program Assistants.
4. Supervisory or management positions as defined under s. 111.81, (19) and (13) of the Wis. Stats. and as administered and interpreted by the Wisconsin Employment Relations Commission.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification through a form of competitive examination.

II. DEFINITION

ARCHEOLOGIST

Positions in this classification perform a full range of professional archeology research activities with responsibility for nominations to the National Register of Historic Places and/or the Wisconsin State Register of Historic Places; administering survey projects to identify historic and prehistoric sites and districts; overseeing and permitting the excavation of human remains; determining and mitigating the impact of public or private projects on archeological sites; designing and evaluating archeological databases; maintaining effective liaison with the professional archeological community; conducting peer reviews of archeological reports; participating in the hiring of and independently directing archeological volunteers, limited term employees (LTE), and student workers; and administering archeological subgrants, land-based excavations, underwater site assessments, or field work for some part of the year. The work involves program planning, grant writing, underwater studies, excavating, project assessment and evaluation, research, survey, nomination, documentation, protection activity, liaison with other professionals, and publication writing. Employees in this classification will work directly and frequently with other archeologists and consultants, volunteers, student and LTE workers, government officials, property owners, and constituents and will have limited legislative contact. Positions in this classification may have a specialized area of expertise recognized within the profession and may have leadworker duties or guide and direct a field staff of contributed and LTE archaeologists, divers, or student workers. Specialization areas include: Underwater Archaeology, Human Osteology, Historical Osteology, Historical Archaeology, Faunal/Floral Analysis, Geomorphology and Materials Conservation. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined on a position-by-position basis at the time of recruitment.

If the position being filled has federal responsibilities under 16 U.S.C. 470, then federal regulations pertaining to qualifications in archeology (36 C.F.R. Part 61) are applicable:

"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) At least four months of supervised field and analytic experience in general North American archeology; and

(3) Demonstrated ability to carry research to completion."

"In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time experience at a supervisory level in the study of archeological resources of the historic period."

If the position being filled has responsibilities for the protection of human burial sites under ss 157.70, Stats., then the definition of "qualified archeologist" in ss 157.70(i) is applicable:

"'Qualified archeologist' means an individual who has a graduate degree in archeology, anthropology, or closely related field and at least one year of full-time professional experience or equivalent specialized training in archeological or physical anthropological research, administration, or management, at least 4 months of supervised field and analytic experience in general North American archeology of physical anthropology and a demonstrated ability to carry research to completion."

Depending on the position being filled, additional specialized training and experience may be required to meet job responsibilities. This may include, among other specialties, experience and training in SCUBA diving and underwater archeological methodologies for underwater archeology, human osteology for burial archeology, historic archeology, etc.

Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April 9, 2000, and announced in Bulletin CLR/SC-110 to describe positions which perform professional archaeologist work. The creation of this classification resulted from the collapsing of Archeologist and Archeologist-Senior into a single-level classification. Archeologist and Archeologist-Senior were abolished in Bulletin CLR/SC-110.

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