

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ARCHEOLOGY SUPERVISOR

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 performing professional supervisory archeology activities in the State Historical Society under the provisions of Subch. II of Ch. 44, Wis. Stats.; of Subch. III of Ch. 157, Wis. Stats.; and of the National Historic Preservation Act (16 U.S.C. 470), as amended. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions allocated to this classification perform supervisory and program management work within a professional archeology program or project in the field of historic and/or prehistoric archeology and anthropology. Positions within this classification perform the full range of supervisory duties as defined in Wis. Stats. 111.81(19).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that perform duties for a majority of the time which are more appropriately classified as Archival Supervisors.
2. Positions that perform duties for a majority of the time which are more appropriately classified as Curatorial Supervisors.
3. Positions that do not perform the full range of supervisory duties as defined in subsection 111.81(19), Wis. Stats.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITION

ARCHEOLOGY SUPERVISOR

This classification encompasses positions which perform supervisory and program management work in a professional archeology program or project in the field of historic and/or prehistoric archeology and anthropology. Positions in this classification oversee and direct a variety of archeological research, field, and underwater activities designed to identify significant properties through field and underwater survey and testing in order to nominate them to the National Register of Historic Places and/or the Wisconsin State Register of Historic Places. Work assigned and performed by employees in this classification can include the following responsibilities: administering survey projects to identify historic and prehistoric sites and districts; planning projects; writing and administering grants; excavating or permitting the excavation of human burials in accordance with state law; determining and mitigating the impact of public or private projects on archeological sites and districts; design and administration of computerized archeological databases; hiring and supervising archeological volunteers, LTE's, and student workers; maintaining effective liaisons with the professional archeological community; conducting peer reviews of archeological reports; publication writing; diving on and assessing underwater shipwrecks and other cultural remains; and public speaking. Employees in this class will work directly and frequently with professional Archeologists and consultants, volunteers, students, LTE workers, government officials, property owners, and constituents. 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 a 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 a 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 four 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 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 March 12, 2000 and announced in Bulletin CLR/SC-109. This classification replaced the Archeology Supervisor 1 and 2 classification series, which was collapsed into this single-level classification in order to accommodate implementation of the expansion of the broad band pay structure, also effective on that date.

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