

## Heritage Scientist Series - *NEW*

### California State Personnel Board Specification

Series established XXXXXXX

#### Scope

This series specification describes three Heritage Scientist and four Heritage Program Manager classes used to plan, organize, direct and perform research, studies, investigations, and evaluations, as well as regulatory and heritage resource management activities, all of which are related to archaeology and heritage science.

“Heritage science” is defined as an all-embracing term for scientific investigations related to the materials, sites, landscapes, and built environment of the prehistoric and historic past, studies of California Indian heritage, ethnic heritage, cultural traditions, folklore and lifeways, and similar tangible and intangible aspects of human behavior on the land and in society. It includes such subjects as physical and cultural anthropology, archaeology, history, prehistoric structures and ruins, geology and soil science, geography, land form uses, ecozone variations, biological sciences, oral histories, traditional beliefs, conservation, stewardship and principles of sustainability as applied to sites and structures.

Survey, identify and evaluate the significance and context of cultural heritage resources; prepare, heritage resource permitting and regulatory packages and other environmental documents, regulatory permits project budgets and contract bid requests; and implement enforcement of various historic preservation and heritage resource laws and regulations; and conduct heritage resource management and heritage protection, planning, and implementation activities. Incumbents apply scientific methods and principles in the identification, research, and solution of problems in the areas of heritage resource conservation preservation planning planning, heritage resource environmental monitoring, and identification and evaluation of heritage values of a broad variety of archaeological and historical sites and structures; heritage sites and landscapes area management, site and structure protection and restoration, and land and water use.

Analyze and evaluate available data on the effects of impacts from air, and water pollutants, re-vegetation programs, controlled burns, natural resource management, water diversions, and water use on archaeological sites and historic structures and landscapes; potential land uses, and other aspects of the environment; prepare and review environmental impact reports, surveys, identification and evaluation of significance, and other documents to determine the effects of proposed activities on site, landscape and the historical built environment and all other areas of the environment; coordinate heritage resource programs related to air, water and development, pollution, and other environmental

programs with other public agencies, private institutions, and Native American Tribes; develop regulatory measures and implement enforcement of heritage resource standards; manage and oversee site clean-up and emergency response efforts for natural disasters; develop recommendations regarding environmental programs as these may be affected by scientific findings; prepare and edit scientific papers for publication; research and develop innovative programs to address emerging problems; develop scientific methodologies; develop and assess alternatives for mitigation of the hazards to the public and environment; conduct or participate in remedial investigations, feasibility studies, and remedial action plans; review facility environmental practices; consult with and advise other agencies, institutions, and Native American Tribes engaged in related environmental analysis, management, planning, regulation, investigation, and research; meet and confer with individuals and groups to obtain compliance with laws and regulations concerning heritage resource requirements of local, state, federal, and tribal governments; provide training; evaluate and certify local enforcement agencies; develop and/or analyze legislation, regulations, plans, policies, procedures, alternative technologies, practices, criteria, and guidelines; inspect permitted facilities, sites and heritage landscapes.

Develop guidelines and processes for regulated activities, and environmentally sensitive sites; participate in hearings and field investigations as a staff expert for heritage resource matters; and prepare reports and correspondence. Frequently, incumbents may perform archaeological and heritage resource analysis in a laboratory setting.

**Schem Code Class Code**

**Class Title**

- Heritage Scientist
- Senior Heritage Scientist (Specialist)
- Senior Heritage Scientist (Supervisory)
- Heritage Program Manager I (Specialist)
- Heritage Program Manager I (Supervisory)
- Heritage Program Manager I (Managerial)
- Heritage Program Manager II

**Entry Level**

Entry into the series is typically at the level of one of the alternate ranges of the Heritage Scientist level depending on education, experience and qualifications of the individual.

**Factors Affecting Position Allocation**

Position allocation is and placement of employees in alternate ranges are affected by: Level, variety, and complexity of assigned work; independence of action; degree of public and interagency contact; amount of supervision exercised or received; degree to which decisions are sought and accepted by

top management; reporting relationships; consequence of error; and extent of impact.

## **Definition of Levels**

### **Heritage Scientist**

This class is the entry, intermediate, and full journey advanced working level of the series. Range A is the entry and first working level of the class. Under close supervision, incumbents perform a variety of the less difficult and responsible professional scientific office, laboratory and field work. In accordance with detailed instructions and specific standards, incumbents gather data on environmental, and Heritage resource management issues; perform preliminary heritage resource analysis, research, surveys, investigations, and studies of less difficulty; prepare preliminary drafts of reports; prepare drafts of routine correspondence; answer questions of a routine and minor nature from the public; prepare regulatory and compliance documents; and simple and standard project budget and contract bid documents and do other related work. Work at this level is characterized by a reliance on detailed instructions and assistance from lead persons and supervisors in the application of proven techniques and methodologies to assigned work.

Range B is the intermediate working level of the class. Under general supervision, incumbents perform a variety of responsible scientific professional office, laboratory and field work. Incumbents gather data on heritage environmental and cultural resource management issues; perform heritage resource analysis, research, surveys, investigations, and studies of average difficulty; write preliminary reports; prepare routine correspondence and answer questions of a routine nature from the public and other governmental entities and agencies; prepare regulatory and compliance documents; enforce heritage resource laws and regulations; and do other related work. Work at this level is characterized by a reliance on proven techniques and methodologies.

Range C is the full journey advanced working level. Under direction, incumbents perform a variety of responsible professional scientific office, laboratory and field work. Incumbents independently perform complex assigned Heritage environmental, and cultural resource management analysis, research, surveys, investigations, and studies; write final reports; prepare regulatory and compliance documents; enforce heritage resource laws and regulations; prepare non-routine correspondence and answer difficult non-routine questions from the public; and do other related work. Incumbents allocated to this level perform a variety of tasks including the more responsible, varied, and complex assignments; incumbents may provide consultative advice to various governmental entities and agencies. Work at this level is often characterized by independent development and use of techniques and methodologies. Incumbents may be assigned lead responsibility for a specific project.

### **Senior Heritage Scientist (Specialist)**

The Senior Heritage Scientist (Specialist) is the advanced full journey level of the series. Incumbents independently identify problems, develop courses of action, and conduct extremely

complex and difficult critical and/or sensitive scientific investigations and studies and prepare guidance, policy, planning, or regulatory documents and legislative proposals on issues of major importance to the employer, and do other related work. Decision making at this level has a higher consequence of error than that that of Heritage Scientist, Range C. Incumbents may be assigned lead responsibility for a specific project, program function, or area of expertise; may act as a mentor to lower level staff; and may act as consultants to other technical staff, management, and other agencies in those matters.

### **Senior Heritage Scientist (Supervisory)**

This is the first supervisory level of the series. Incumbents supervise and direct the work of professional or technical staff, are responsible for staff development, performance evaluation, program budgeting, and work force planning, and do other related work. Incumbents performing in this capacity have the authority and responsibility in the interest of management to recruit, hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees. Incumbents have the responsibility to direct employees, adjust employee grievances, or effectively recommend such actions.

### **Heritage Program Manager I (Specialist)**

This is the non-supervisory program manager level of the series which has significant lead responsibility for programs and/or formulating proposed policies for executive staff and/or board, commission, and other governing body consideration. Incumbents are assigned independent oversight and management of one or more critical and/or sensitive projects or programs for which there is a substantial consequence of error; act as technical consultants on specific subjects and overseers on coordinators for projects or specific phases of projects; may serve as team members within their program area; work with a broad array of State, Federal, Native American Tribes, and public/private interest groups to ensure understanding and consensus on various long- and short-term projects; represent their organization in compliance negotiations, policy implementation, program budgeting, and strategic planning; ensure that decisions regarding program activities are scientifically founded; foster political consensus to ensure consistent policy interpretation and application; and serve as advisors to executive staff or public advisory committees and/or subcommittees.

### **Heritage Program Manager I (Supervisory)**

This is the second supervisory level of the series. Incumbents direct and have charge of critical and/or sensitive heritage environmental and cultural resource management programs or components which are of major sensitivity and complexity; carry authority and accountability for timely completion of program objectives and for submittal of satisfactory products; are responsible for operational planning and assigning of projects, budgeting for time and funds, reviewing and evaluating achievements, and preparing administrative reports; coordinate program activities with technical and administrative support sections and their activities; assist in formulating and administering policies; exercise discretion in the provision of oversight and coordination of projects or programs; maintain

liaison with other governmental agencies, tribes, and the private sector; evaluate program performance and achievements; plan for work force needs; represent their organization in compliance negotiations, policy implementation, program budgeting, and strategic planning; and do other related work. Incumbents may supervise a group of Staff and/or Senior Heritage Scientists and other professionals and technical staff working on a major critical and/or sensitive Heritage environmental, and cultural resource management, regulation, compliance, or research project. Incumbents have authority in the interest of management to recruit, hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees. Incumbents have the responsibility to direct employees, adjust employee grievances, or effectively recommend such actions.

### **Heritage Program Manager I (Managerial)**

This is the first managerial level of the series which has significant responsibility for formulating and administering policies or programs. Incumbents direct and have charge of critical and/or sensitive heritage environmental and cultural resource management programs or components which are of major sensitivity and complexity significant importance to the employer; carry authority and accountability for timely completion of program objectives and for submittal of satisfactory products; are responsible for operational planning and assigning of projects, budgeting for time and funds, staff development and work force planning, reviewing and evaluating program performance and achievements, and preparing administrative reports; coordinate program activities with technical and administrative support sections and their activities; formulate and administer policies; maintain liaison with other governmental agencies and the private sector; independently represent their organization in compliance negotiations, policy implementation, performance evaluation, program budgeting, strategic planning; and do other related work. Incumbents have authority in the interest of management to recruit, hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees. Incumbents have the responsibility to direct employees, adjust employee grievances, or effectively recommend such actions.

### **Heritage Program Manager II**

This is the second managerial level of the series and, organizationally, incumbents are in the top management structure. Incumbents plan, organize, and direct critical, sensitive and/or complex, Heritage environmental, and cultural resource management programs of major importance to the employer, and do other related work. Incumbents have significant responsibility for formulating and administering policies, and programs, and strategic plans, and exercise discretion in the provision of oversight and coordination on a broad and technically diverse range of projects or programs. Incumbents typically supervise one or more Heritage Program Managers I or other second-level supervisors.

## **Minimum Qualifications**

### **All Levels:**

Education: Possession of a bachelor's or advanced degree with a major in Anthropology with a sub-specialty in archaeology, cultural resource management with a majority of course work in archaeology, or a closely related scientific discipline. (Admission to a masters or doctoral degree program in anthropology with a sub-specialty in archaeology, cultural resource management with substantial course work in archaeology, or a closely related scientific discipline shall be considered to meet these education qualifications.)

### **Heritage Scientist**

Education as indicated above. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of a degree before they can be considered eligible for appointment.)

### **Senior Heritage Scientist (Specialist)**

### **Senior Heritage Scientist (Supervisory)**

#### **EITHER I**

Experience: Two years of experience in the California state service performing the duties of an Heritage Scientist, Range C.

#### **OR II**

Experience: Five years of increasingly responsible professional experience as a scientist in heritage resource analysis, research, management, planning, regulation, or investigation, two years of which have included responsibility in the development or implementation of Heritage environmental policies, programs, plans, or research projects; or conducting heritage resource monitoring and surveillance, enforcement, or heritage resource management program; or in the direction of the work of a multi-disciplinary heritage resource investigatory or regulatory staff, at a level equivalent to that of a Heritage Scientist, Range C, in the California state service. Possession of a master's degree in Anthropology with a sub-specialty in archaeology, cultural resource management with a majority of course work in archaeology, or a closely related scientific discipline may be substituted for one year of the required general experience; possession of a doctorate in the above-named disciplines may be substituted for two years of the general experience.

### **Heritage Program Manager I (Specialist)**

### **Heritage Program Manager I (Supervisory)**

### **Heritage Program Manager I (Managerial)**

#### **EITHER I**

Experience: Two years of experience in the California state service performing the duties of a Senior Heritage Scientist (Specialist) or (Supervisory).

**OR II**

Experience: Five years of broad, extensive, and increasingly responsible experience as a scientist in heritage resource analysis, management, research, planning, regulation, or investigation, or enforcement, at least two years of which must have been in an administrative or supervisory position in full charge of a staff responsible for the development or implementation of environmental policies, programs, plans, or research projects; or conducting a major critical and/or sensitive heritage resource monitoring and surveillance or heritage resource management program; or in the direction of the work of a large multi-disciplinary heritage resource investigatory or regulatory staff at a level equivalent to a Staff or Senior Heritage Scientist in the California state service. Possession of a master's degree in Anthropology with a sub-specialty in archaeology, cultural resource management with a majority of course work in archaeology, or a closely related scientific discipline may be substituted for one year of the required general experience; possession of a doctorate in the above-named disciplines may be substituted for two years of the general experience.

**Heritage Program Manager II**

**EITHER I**

Experience: Two years of experience in the California state service performing the duties of an Heritage Program Manager I (Supervisory) or Heritage Program Manager I (Managerial).

**OR II**

Experience: Five years of broad, extensive, and increasingly responsible experience as a scientist in heritage resource analysis, management, research, planning, regulation, or investigation, or enforcement, at least two years of which must have been in an administrative or supervisory position in full charge of a staff responsible for the development or implementation of heritage resource policies, programs, plans, or research projects; or conducting or managing a major critical and/or sensitive heritage resource monitoring and surveillance or environmental management program; or in management of the work of a large multidisciplinary environmental investigatory or regulatory staff at a level equivalent to an Heritage Program Manager I (Specialist), Heritage Program Manager I (Supervisory), or Heritage Program Manager I (Managerial) in the California state service. Possession of a master's degree in Anthropology with a sub-specialty in archaeology, cultural resource management with a majority of course work in archaeology, or a closely related scientific discipline may be substituted for one year of the required general experience; possession of a doctorate in the above-named disciplines may be substituted for two years of the general experience.

**Knowledge and Abilities**

## **Heritage Scientist**

Knowledge of: Basic principles of scientific study of pre-historical resources, historical resources, cultural landscape sites and built structures, heritage resources research; principles of archaeological sciences, Heritage resource management, effects of biodynamic and development actions and proposals on the integrity of sites, landscapes and heritage areas, statistical methods; land-use practices with reference to their general effect on heritage and cultural resources, and the environment; effects of natural disasters, erosion, and wildfire and their interactions on heritage resources; local, state and federal environmental laws, rules, regulations, and requirements; basic biology, ecological and ecotone zone theories, hydrology, geology, geography, cartography and principles of risk assessment and risk management; concepts employed in a variety of disciplines including heritage resource planning, economics, and resource management; geo-location and geo-referencing software applications, Heritage resource, stewardship and conservation program impacts and implementation strategies; and historic materials recycling issues.

Ability to: Apply or modify scientific methods and principles; collect heritage resource data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations and effective communications with local governments and all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of local, state and federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging Heritage environmental issues and concerns.

## **Senior Heritage Scientist (Specialist)**

Knowledge of: In addition to the above, broad knowledge of the legislative process, local, state and federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area of the State; heritage and general resource management practices and techniques; heritage resource related priorities of legislative and administrative branches of California and Federal government; and heritage resource solutions and initiatives being pursued by other states, local agencies, Native American Tribes, and the Federal government; and chemical, natural and man-made disasters and their interactions with and effects on heritage resources.

Ability to: In addition to the above, develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for difficult critical and/or sensitive heritage resource management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning and heritage resource protection; develop techniques for handling and analyzing a large



variety of detailed data; communicate the results and implications of studies to non-specialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.

### **Senior Heritage Scientist (Supervisory)**

Knowledge of: In addition to all of the above, techniques for dispute resolution, principles and techniques of personnel management and supervision; budgeting and other administrative functions; a manager's/supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives; and performance management strategies.

Ability to: In addition to all of the above, plan, organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action; effectively contribute to the employer's equal employment opportunity objectives; manage, lead, or administer program resources; make decisions regarding program milestones; provide a forum for the resolution of conflicts or disputes among implementing agencies; ensure prompt and balanced media utilization; develop innovative solutions to difficult heritage resource management problems and concerns; and evaluate program performance and achievements.

### **Heritage Program Manager I (Specialist)**

Knowledge of: In addition to Senior Heritage Scientist (Specialist) above, a broad understanding of scientific, legal, economic, social and political issues related to local, state and federal heritage resource policies and programs; and environmental regulatory and resource management programs and policies of participating governmental entities.

Ability to: In addition to Senior Heritage Scientist (Specialist) above, work independently with consultants, stakeholders, and agency staff to develop, interpret, modify, and apply state initiatives, policy proposals, and strategies; coordinate and integrate program activities; analyze established and emerging technologies; track the progress of all program projects and activities, and assess overall achievement of the goals and objectives of the program; seek and promote partnerships with local interests and programs; perceive the alternatives available in the solution of public health and/or environmental problems and select realistic courses of action; coordinate or chair interagency task forces and meetings; direct the preparation of comprehensive studies, projects and resultant reports; and advise executive management on issues related to their program area.

### **Heritage Program Manager I (Supervisory)**

### **Heritage Program Manager I (Managerial)**

### **Heritage Program Manager II**

Knowledge of: In addition to the above, techniques for dispute resolution, principles and techniques of personnel management and supervision; budgeting and other administrative functions; a manager's/supervisor's role in the Equal Employment Opportunity Program and the processes available to meet affirmative action and equal employment opportunity objectives.

Ability to: In addition to the above, plan, organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action; effectively contribute to the employer's affirmative action and equal employment opportunity objectives.

## **Additional Desirable Qualifications**

### **All Levels:**

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications." Advanced degrees, National Park Service professional certifications, experience in management, research, planning, or consultation in heritage resource programs, demonstrated heritage resource management skills, and knowledge of broad principles of anthropology, economics, social science, stewardship and conservation and political science will be given preference.

**Heritage Scientist Alternate Range Criteria XXX 1/16/14 changes**

(Established XXXX)

**Range A**

This range shall apply to incumbents who do not meet the Range B or Range C criteria.

**Range B**

One year of satisfactory experience in the California state service performing duties comparable to an Heritage Scientist, Range A; or two years of professional scientific experience in heritage resource analysis research, management, planning, regulation, or investigation outside of the California state service. Comparable volunteer and internship positions shall bear equal weight as a career paid position, performed during or after completion of the required education. Possession of a master's degree in anthropology with a subspecialty in archaeology, or cultural resource management with a majority of coursework in archaeology or a closely related scientific discipline will substitute for the required experience.

**Range C**

Two years of satisfactory experience in the California state service performing duties comparable to an Heritage Scientist, Range B; or three years of professional scientific experience in heritage analysis, research, management, planning, regulation, or investigation outside of the California state service. Comparable volunteer and internship positions shall bear equal weight as a career paid position, performed during or after completion of the required education. Possession of a master's degree in anthropology with a subspecialty in archaeology, or cultural resource management with majority of substantial coursework in archaeology or a closely related scientific discipline will substitute for the required experience; or possession of a doctorate in Anthropology with a subspecialty in archaeology, cultural resource management with a majority of coursework in archaeology or a closely related scientific discipline may be substituted for one year of experience.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate rating under the provisions of Department of Personnel Administration California Code of Regulations, Title 2, Rule 599.676.