



## PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

Post Office Box 1477 • Temecula, CA 92593  
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:  
Mark Macarro

Council Members:  
Raymond J. Basquez Jr.  
Louise Burke  
Catalina R. Chacon  
Marc Luker  
Joseph Murphy  
Michael A. Vasquez

Tribal Secretary:  
(vacant)

Tribal Treasurer:  
Amy Minniear

### JOB DESCRIPTION

**POSITION:** Archaeologist  
**STATUS:** Non-Exempt  
**CLASSIFICATION:** Full-Time  
**DEPARTMENT:** Cultural Resources  
**SUPERVISOR:** Director, Cultural Resources  
**POSITION CATEGORY:** B  
**RATE OF PAY:** DOE

#### SUMMARY:

The Archaeologist works to protect the Tribe's cultural and archaeological resources from potential and actual impacts to their integrity, on and off the reservation. Under the direction and supervision of the Director and senior staff, the Archaeologist is responsible for identifying, evaluating, and prioritizing cultural resource issues of concern to the Tribe. The Archaeologist takes measures to protect the resources in accordance with the Tribe's policies, practices and customs by utilizing applicable laws and working with governmental agencies, environmental consultants, archaeologists, project applicants and legal counsel. The Archaeologist provides electronic tracking of departmental projects using known cultural site knowledge, archaeological studies, and parcel data information provided by Federal, State, and Local Lead Agencies.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Make field visits to project locations to assess archaeological sites and cultural resources.
- Review environmental documents, specifically archaeological and Traditional Cultural Place (TCP) and Tribal Cultural Resources (TCR) evaluations, Cultural Resources Management Plans (CRMP), and assess the potential issues with all environmental documents and technical reports.
- Prepare official comments on behalf of the Tribe concerning archaeological assessments of development projects, land use projects, improvement projects, and any other projects as designated by the Director and Tribal Council, that impact the Tribe's cultural resources.
- Prepare official documents, such as archaeological, Traditional Cultural Place (TCP) or Tribal Cultural Resource (TCR) assessments on behalf of the Tribe.
- Provide suggestions and project design changes that will assist in accomplishing goals of preserving and avoiding known cultural resources.
- Utilization of knowledge and experience working with Section 106 (National Historical Preservation Act), National Environmental Policy Act (NEPA), Army Corps 404 permits, AB (Assembly Bill) 52, SB (Senate Bill) 18, and California Environment Quality Act (CEQA) and Surface Mining and Reclamation Act (SMARA).
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

**Hiring Preference:** The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree in Anthropology, Archaeology, Native American Studies, or History required. Master's degree preferred.
- Listed on the Register of Professional Archaeologist as a Registered Archaeologist (RA) or a Professional Archaeologist (RPA) required
- Minimum of three (3) years working for a Tribal Cultural Resources Department or Program required.
- Must have knowledge and experience with California Environmental Quality Act (CEQA), National Environmental Protection Plan (NEPA), Section 106 (National Historical Preservation Act), California SB (Senate Bill) 18, and California SB (Senate Bill) 52, Surface Mining and Reclamation Act (SMARA), and other state and federal laws related to cultural resources protection.
- Must have experience reading maps, including 3.5-minute topographic maps and Google Earth / ArcGIS.
- Experience providing standard writing samples in related field.
- Experience and working knowledge of planning related software and GIS applications.
- Advance knowledge of Microsoft Office programs (Word, Excel, PowerPoint, Project Management)
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment and random testing.
- Must successfully pass a pre-employment background investigation.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of archaeological site evaluation.
- Knowledge of the archaeology, ethnography, and history of the western United States.
- Knowledge and understanding of local, state, and federal government programs and processes.
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials, lead agency staff, or other decision-makers.
- Ability to manage multiple projects effectively and meet firm deadlines.
- Ability to creatively problem-solve and to gather relevant information to solve less well-defined problems related to protecting and preserving cultural resources.
- Ability to multi-task, organize tasks and maintain files.
- Ability to organize resources and establish priorities.
- Ability to understand and communicate complex issues.
- Ability to conduct oneself in a culturally sensitive manner.
- Ability to maintain strict confidentiality of Cultural information.
- Ability to work cooperatively with other Tribal employees and outside entities.
- Ability to work independently on multifaceted projects.
- Must possess a professional demeanor and work ethic.
- Ability to present facts clearly and accurately both orally and in writing.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

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While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is occasionally required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds and occasionally stand on step ladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

This is largely a sedentary role that includes sitting for extended periods of time; however, field visits to cultural sites are required, which entails walking on unpaved and uneven surfaces. It may require hiking and walking on rugged terrain, including uneven ground, steep terrain; and the susceptibility to multiple forms of plants and environmental life. Job duties also include handling and managing documents and files which requires the ability to lift files, open filing cabinets and bend, stoop or stand as necessary.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment; however, field work and cultural site visits are also required. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, on job sites and when outdoors.

***Employee's acknowledgement:*** I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee

\_\_\_\_\_  
Signature of Employee's Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee's manager

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