



State of Washington

State Lands Archaeologist, Natural Resource Scientist 3 (NRSci3)

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|---------------------|---|---------------------------|--|
| SALARY | \$5,479.00 - \$7,368.00 Monthly \$65,748.00 - \$88,416.00 Annually | LOCATION | Multiple Locations - Western Washington, WA |
| JOB TYPE | Full Time - Permanent | JOB NUMBER | 2024-1-PL08/A322-00716 |
| DEPARTMENT | Dept. of Natural Resources | OPENING DATE | 01/17/2024 |
| CLOSING DATE | Continuous | SALARY INFORMATION | The high end of the salary range, Step M is typically a longevity step |

Description



WASHINGTON STATE DEPARTMENT OF
NATURAL RESOURCES



State Lands Archaeologist, Natural Resource Scientist 3 (NRSci3)

Recruitment #2024-1-PL08/A322

Full-time, Permanent, Represented positions

Location flexibility may be available and considered: Olympia, North Bend or Sedro Woolley.

Work Hours and Partial Telework flexibility may be available and considered

Relocation Compensation may be available and considered

Salary: \$5,479.00 - \$7,368.00 Monthly

Positions with permanent duty stations in King County receive an additional 5% added to their monthly base salary. The salary listed on this announcement does not reflect the additional 5%.

Review of applications is ongoing. We reserve the right to make a hiring decision or close this recruitment at any time after 1/7/24. It is in your best interest to submit materials as soon as possible.

Want to join something GREAT and make a difference?

Can you interpret the past to help guide future land management decisions? Does finding solutions to challenging projects inspire you? Will you be part of driving a positive organizational culture in a large and diverse state agency? If yes, apply to join our multidisciplinary stewardship team as the newest State Lands Archaeologist!.

The Washington State Department of Natural Resources (DNR) seeks to ensure that state trust lands are managed in

collaboration with tribal nations, and with respect for tribal sovereignty and reserved rights. To fulfill the responsibilities as the State Lands Archeologist, you will work closely with tribes, DNR regions, divisions and programs, and the executive staff to accomplish this collaborative goal.

In this position, you will provide professional cultural resources analysis and consultative services to resource managers and field staff throughout Washington State. You will conduct cultural resource desk and field reconnaissance; develop resource management and monitoring plans; train staff at all levels; and oversee survey, sample collection, field evaluation and reporting work. You will coordinate with tribal representatives and state and federal agencies. You will produce and deliver teaching modules and collaborate on agency-level guidance and planning documents. You will assist with contract preparation and administration for cultural resource consultation services conducted by external entities.

You'll bring your substantial field experience and excellent project management skills to bear as one of four archaeologists responsible for cultural resource management on 3.1 million acres of state-managed uplands. Ingenuity and agility are ideal skills as you manage shifting priorities with multiple competing deadlines to meet agency commitments. You will effectively and positively communicate and network with internal staff from all regions, divisions, and executive management, as well as state, federal, and tribal agencies.

One of the best things about this job are the people you work with. The scientists of the DNR Forest Resources Division come from a variety of disciplines: ecology, forestry, wildlife biology, geography and spatial data management, geology, and more. We are dedicated to practicing sustainable land stewardship that provides conservation, recreation, and revenue opportunities throughout the state.

Given the diversity of Washington's landscapes and the breadth of the management solutions you will be responsible for coordinating, we are looking for an archaeological professional who is an adaptable generalist with considerable pedestrian survey experience. A successful applicant has at least five years of field and project management experience and must meet the state of Washington's standards for qualified professional archaeologists (WAC 25-48-020 (4)) and one or both parts of the Secretary of the Interior's professional qualification standards for archaeology (36 CFR Part 61).

Preference will be given to applicants who meet the prehistoric archaeology standard or additional professional qualification standards in the related disciplines.

In your application materials, please demonstrate your understanding of and experience with GIS, cartography, technical writing, teaching, project management, and program development.

This is a full-time, permanent, overtime-exempt position. It will require approximately 10-15 days away from the duty station per month, in addition to some overnight travel for fieldwork, meetings, conferences and other events throughout the region. Duty Station is Olympia, Washington, but locations in North Bend, Washington or Sedro Wooley, Washington will also be considered.

Duties

Responsibilities:

- Identifying archaeological and cultural resources in the field, as well as effectively utilizing historic documentation and predictive models to guide field reconnaissance.
- Working collaboratively with project managers and communicating the landscape, historic, and cultural context of management recommendations.
- Understanding and staying current on federal, state, and agency guidance on cultural resource management.
- Thinking creatively and strategically while also meeting project deadlines.
- Communicating with inter-government partners in a thoughtful and respectful manner.
- Staying current and active in the field of archaeology, including representing DNR at regional and national conferences and professional journals.

Qualifications

Required Qualifications:

- Master's degree in archaeology, anthropology, cultural resource management or a closely related field.

- At least 1 year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management.
- At least 1 year of work experience in archaeological research, administration, or management.
- At least four months of supervised field and analytic experience.
- Demonstrated knowledge of federal and state cultural resources laws and regulations.
- Demonstrated knowledge of archaeological field research methods and scientific report writing.
- Demonstrated knowledge of state archaeological and historic inventory information, DAHP database.
- Demonstrated ability to identify archeological and cultural resources in the field and help design land management activities to minimize or avoid impacts.
- Demonstrated ability to communicate and work closely with tribal governments and other tribal entities.
- Demonstrated ability to carry research to completion.
- DNR Core Competencies:
 - Personal Accountability
 - Value Others
 - Compassionate Communication
 - Inspire Others
 - Commitment to Excellence

Special Requirements and Conditions of Employment:

- This position's assigned duty station is Natural Resources Building, Olympia, WA. This position requires both office (60%) and fieldwork (40%). Assignments may occur in all DNR regions and may require overnight travel to all areas of the state. Position requires work on uneven broken terrain in various weather conditions using the necessary tools and equipment to conduct tasks.
- Overnight travel is required and is estimated to be 5-15% of the work year.
- A valid unrestricted driver's license and have two years of driving experience. This position requires driving as an essential function. Finalists and/or interview candidates will be asked to provide a driving record from all states in which they have held a license during the past three years.

Desired Qualifications:

- Knowledge of DNR cultural resource-related programs, policies, and procedures.
- Knowledge of principles of training, contracting, negotiation, and planning.
- Knowledge of GIS systems and ability to read/create/display spatial information in ARCGIS.
- Experience using cultural resources predictive models.

Don't let doubts stop you from applying for this position - If you have any questions about the required qualifications or how your past experience relates to them, please contact us at DNRrecruiting@dnr.wa.gov. A note to potential candidates: Studies have shown that women, trans, non-binary, and Black, Indigenous, and people of color (BIPOC) are less likely to apply for jobs unless they feel they meet every qualification as described in a job description. We value diversity and inclusion in our organization, and we are looking for the best person for the job. Don't hesitate to apply!

Supplemental Information

Application Requirements:

- **Apply online:** at www.careers.wa.gov (Click on the APPLY button above).
- **Letter of interest:** describing your specific qualifications to the position and position required, desired, and special requirements.
- **Resume:** that details your experience and qualifications.
- **References:** at least three professional references with current telephone numbers— you may attach a document, use the References text field in the online application, or include it with your resume.
- **Copy of your college degree certificate or an unofficial copy of your transcripts.** If you have questions regarding attaching this document please contact dnrrecruiting@dnr.wa.gov. If you do not attach your college degree certificate or an unofficial copy of your transcript your application will not move forward in the application process.
- **Important:** Do not attach any documents that include photos or private information (social security number, year of birth, etc.).
- **Complete all supplemental questions.**

- Candidates who move forward in the recruitment process may be contacted via email at info@governmentjobs.com with interview information/scheduling instructions. Please monitor the email listed in your application materials and check your junk email folder to ensure you receive those communications.

Questions? Please contact Louis Fortin at Louis.fortin@dnr.wa.gov; 360-529-7222 or e-mail us at DNRrecruiting@dnr.wa.gov

About the Department of Natural Resources (DNR).

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity, and inclusion.

Our Vision – Our actions ensure a future where Washington's lands, waters, and communities thrive.

Our Mission – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

Our Core Values:

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

DNR provides excellent benefits, a few of which include:

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefits package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave, and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

Additional Information:

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

DNR does not use the E-Verify system. For more information, please visit www.uscis.gov.

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22, or other verification of military service. Please black out your social security number prior to attaching it. We thank you and are grateful for your service!

Equal Opportunity Employer: The Washington State Department of Natural Resources is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 522-2500 or email DNRrecruiting@dnr.wa.gov. Applicants who are deaf or hard of hearing may call through the [Washington Relay Service](#) by dialing 7-1-1 or 1-800-833-6384.

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855) 524-5627 or email CareersHelp@des.wa.gov.

Check us out on: [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

Benefits

More than Just a Paycheck!

Employee benefits are not just about the kind of services you get, they are also about how much you may have to pay out of pocket. Washington State offers one of the most competitive benefits packages in the nation.

We understand that your life revolves around more than just your career. Like everyone, your first priority is ensuring that you and your family will maintain health and financial security. That's why choice is a key component of our benefits package. We have a selection of health and retirement plans, paid leave, staff training and other compensation benefits that you can mix and match to meet your current and future needs.

Read about our benefits:

The following information describes typical benefits available for full-time employees who are expected to work more than six months. Actual benefits may vary by appointment type or be prorated for other than full-time work (e.g. part-time); view the job posting for benefits details for job types other than full-time.

Note: *If the position offers benefits which differ from the following, the job posting should include the specific benefits.*

Insurance Benefits

Employees and their families are covered by medical (including vision), dental and basic life insurance. There are multiple medical plans with affordable monthly premiums that offer coverage throughout the state.

Staff are eligible to enroll each year in a medical flexible spending account which enables them to use tax-deferred dollars toward their health care expenses. Employees are also covered by basic life and long-term disability insurance, with the option to purchase additional coverage amounts.

To view premium rates, coverage choice in your area and how to enroll, please visit the [Public Employees Benefits Board \(PEBB\) website](#). The [Washington Wellness](#) program from the Health Care Authority works with PEBB to support our workplace [wellness programs](#).

[Dependent care assistance](#) allows the employee to save pre-tax dollars for a child or elder care expenses.

Other insurance coverage for auto, boat, home, and renter insurance is available through payroll deduction.

The [Washington State Employee Assistance Program](#) promotes the health and well-being of employees.

Retirement and Deferred Compensation

State Employees are members of the Washington Public Employees' Retirement System (PERS). New employees have the option of two employer contributed retirement programs. For additional information, check out the [Department of Retirement Systems'](#) web site.

Employees also have the ability to participate in the [Deferred Compensation Program](#) (DCP). This is a supplemental retirement savings program (similar to an IRA) that allows you control over the amount of pre-tax salary dollars you defer as well as the flexibility to choose between multiple investment options.

Social Security

All state employees are covered by the federal [Social Security](#) and Medicare systems. The state and the employee pay an equal amount into the system.

Public Service Loan Forgiveness

If you are employed by a government or not-for-profit organization, and meet the qualifying criteria, you may be eligible to receive student loan forgiveness under the [Public Service Loan Forgiveness Program](#).

Holidays

Full-time and part-time employees are entitled to paid holidays and one paid personal holiday per calendar year.

Note: Employees who are members of certain Unions may be entitled to additional personal leave day(s), please refer to position specific [Collective Bargaining Agreements](#) for more information.

Full-time employees who work full monthly schedules qualify for holiday compensation if they are employed before the holiday and are in pay status for at least 80 nonovertime hours during the month of the holiday; or for the entire work shift preceding the holiday.

Part-time employees who are in pay status during the month of the holiday qualify for the holiday on a pro-rata basis. Compensation for holidays (including personal holiday) will be proportionate to the number of hours in pay status in the month to that required for full-time employment, excluding all holiday hours. Pay status includes hours worked and time on paid leave.

Sick Leave

Full-time employees earn eight hours of sick leave per month. Overtime eligible employees who are in pay status for less than 80 hours per month, earn a monthly proportionate to the number of hours in pay status, in the month to that required for full-time employment. Overtime exempt employees who are in pay status for less than 80 hours per month do not earn a monthly accrual of sick leave.

Sick leave accruals for part-time employees will be proportionate to the number of hours in pay status, in the month to that required for full-time employment. Pay status includes hours worked, time on paid leave and paid holiday.

Vacation (Annual Leave)

Full-time employees accrue vacation leave at the rates specified in [WAC 357-31-165](#)(1) or the applicable collective bargaining agreement (CBA). Full-time employees who are in pay status for less than 80 nonovertime hours in a month do not earn a monthly accrual of vacation leave.

Part-time employees accrue vacation leave hours in accordance with [WAC 357-31-165](#)(1) or the applicable collective bargaining agreement (CBA) on a pro rata basis. Vacation leave accrual will be proportionate to the number of hours in pay status, in the month to that required for full-time employment.

Pay status includes hours worked, time on paid leave and paid holiday.

As provided in [WAC 357-58-175](#), an employer may authorize a lump-sum accrual of vacation leave or accelerate the vacation leave accrual rate to support the recruitment and/or retention of a candidate or employee for a Washington Management Service position. Vacation leave accrual rates may only be accelerated using the rates established WAC 357-31-165.

Note: Most agencies follow the civil service rules covering leave and holidays for **exempt** employees even though there is no requirement for them to do so. However, agencies are required to adhere to the applicable RCWs pertaining holidays and leave.

Military Leave

Washington State supports members of the armed forces with 21 days paid military leave per year.

Bereavement Leave

Most employees whose family member or household member dies, are entitled to three (3) days of paid bereavement leave. In addition, the employer may approve other available leave types for the purpose of bereavement leave.

Additional Leave

[Leave Sharing](#)

[Parental Leave](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Leave Without Pay](#)

Please visit the [State HR Website](#) for more detailed information regarding benefits.

Updated 12-31-2022

State of Washington

View Job Posting for Agency Information

View Job Posting for Location, Washington, 98504

Phone

View Posting for Agency Contact

Website<http://www.careers.wa.gov>**State Lands Archaeologist, Natural Resource Scientist 3 (NRSci3) Supplemental Questionnaire*****QUESTION 1**

Please describe what interests you about the Department of Natural Resources.

***QUESTION 2**

Please describe what a work environment based on diversity, equity, inclusivity and belonging means to you.

***QUESTION 3**

Do you have a Master's degree in archaeology, anthropology, cultural resource management or a closely related field?

- ☐ Yes
- ☐ No

***QUESTION 4**

Have you attached a copy of your college degree certificate or an unofficial copy of your transcripts? This is a required attachment. If you do not attach your college degree certificate or an unofficial copy of your transcript your application will not move forward in the application process.

- ☐ Yes
- ☐ No

***QUESTION 5**

Do you have at least 1 year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management?

- ☐ Yes
- ☐ No

***QUESTION 6**

Do you have at least 1 year of work experience in archaeological research, administration, or management?

- ☐ Yes
- ☐ No

***QUESTION 7**

Do you have at least four months of supervised field and analytic experience?

- ☐ Yes
- ☐ No

***QUESTION 8**

Do you have demonstrated knowledge of federal and state cultural resources laws and regulations?

☐ Yes

☐ No

***QUESTION 9**

Do you have demonstrated knowledge of archaeological field research methods and scientific report writing?

☐ Yes

☐ No

***QUESTION 10**

Do you have demonstrated knowledge of state archaeological and historic inventory information, DAHP database?

☐ Yes

☐ No

***QUESTION 11**

Do you have demonstrated ability to identify archeological and cultural resources in the field and help design land management activities to minimize or avoid impacts?

☐ Yes

☐ No

***QUESTION 12**

Do you have demonstrated ability to communicate and work closely with tribal governments and other tribal entities?

☐ Yes

☐ No

***QUESTION 13**

Do you have demonstrated ability to carry research to completion?

☐ Yes

☐ No

***QUESTION 14**

Do you have a valid unrestricted driver's license and at least two years of driving experience?

☐ Yes

☐ No

***QUESTION 15**

Are you legally authorized to work in the United States?

☐ Yes

☐ No

***QUESTION 16**

Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status, etc.) to work legally for our agency in the United States? DNR is not an E-Verify agency.

☐ Yes

☐ No

QUESTION 17*Where did you originally hear about this job posting?**

- ☐ www.dnr.wa.gov
- ☐ www.careers.wa.gov
- ☐ WA WorkSource office or WorkSourceWA.com
- ☐ Governmentjobs.com
- ☐ Monster
- ☐ Indeed
- ☐ LinkedIn
- ☐ Twitter
- ☐ College/university website/career fair
- ☐ Handshake
- ☐ Newspaper
- ☐ Direct Email Notification
- ☐ Statewide Employee Business Resource Groups (BRG)
- ☐ Professional/Personal Network
- ☐ Job Board
- ☐ Job Fair
- ☐ Zip Recruiter
- ☐ Diversity Jobs
- ☐ Facebook
- ☐ Other (please specify below)

QUESTION 18**If you answered "other" to the previous question, please specify where you originally learned of this employment opportunity in the space below.***** Required Question**