



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

ANTHROPOLOGISTS AND ARCHEOLOGISTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Anthropologists and Archeologists-B	F3091B	55	
Anthropologists and Archeologists-O	F3091O	60	
Anthropologists and Archeologists-A	F3091A	65	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Study the origin, development and behavior of humans. May study the way of life, language or physical characteristics of existing people in various parts of the world. May engage in systematic recovery and examination of material evidence, such as tools or pottery remaining from past human cultures, in order to determine the history, customs and living habits of earlier civilizations.

Nature of Work

Anthropologists study the customs, cultures, and social lives of groups in settings that range from unindustrialized societies to modern urban centers. They often do this through observation or face-to-face interviews with a particular group, comparing findings of one particular group with that of another. Anthropologists also examine human remains found at archaeological sites in order to understand population demographics and factors, such as nutrition and diseases that affected the populations.

Archaeologists examine and recover material evidence, including tools, pottery, cave paintings, the ruins of buildings, and other objects remaining from past human cultures in order to learn about the history, customs, and living habits of earlier civilizations. They consult, research, and provide services often to contracted developers, construction companies, and, sometimes, the Federal Government. They are responsible mainly for identifying, assessing, and preserving archaeological and historical sites on private and public land, such as National parks, to ensure that the builder is complying with legislation pertaining to preservation. Archaeologists in museums and historic sites often handle the locale's artifacts collection, educate the public through interactive programs and presentations, or become administrators who supervise programs related to research, collections, and exhibitions.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

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Basic

- Employees in this Role perform technical work in the acquisition, cataloging, and conservation of cultural resources.
- Anthropologists provide technical support in the acquisition and analysis of cultural, biological, and historical data.
- Archaeologists provide technical support in the excavation and analysis of archaeological sites and the analysis of cultural materials recovered from those sites.

Recommended Education and Experience for Full Performance

Associates Degree in Archaeology or Anthropology and four (4) years experience in archaeology survey, excavation, analysis and/or reporting.

Minimum Qualifications

High School diploma or GED and two (2) years experience in archaeology survey, excavation, analysis and/or reporting.

Operational

- Employees in this Role perform specialized work in the acquisition and study of heritage resources.
- Anthropologists perform components of analysis and research, train lower level staff in field and analysis methods, and create reports on results.
- Archaeologists act as assistant director during excavation, perform components of laboratory and research work, train lower level staff in field and laboratory methods and create reports on results.

Recommended Education and Experience for Full Performance*

Bachelor's Degree in Archaeology or Anthropology and two (2) years experience in archaeology survey, excavation, analysis and/or reporting.

Minimum Qualifications

Associate's Degree in Archaeology or Anthropology and two (2) years experience in archaeology survey, excavation, analysis and/or reporting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Advanced

- Employees in this Role direct anthropological or archaeological field and/or laboratory studies plan and prepare budgets and research designs for such studies, interpret and synthesize resulting data, prepare technical reports on results, and plan all study- associated activities within the anthropological or archaeological unit of an agency.

Recommended Education and Experience for Full Performance

Bachelor's degree in Archaeology or Anthropology and four (4) years of experience in archaeology survey, excavation, analysis and/or reporting.

Minimum Qualifications

Bachelor's degree in Archaeology or Anthropology and two (2) years of experience in archaeology survey, excavation, analysis and/or reporting. Any combination of education from

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an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

History and Archeology — Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Foreign Language — Knowledge of the structure and content of a foreign (non-English) language including the meaning and spelling of words, rules of composition and grammar, and pronunciation.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

Philosophy and Theology — Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, and ways of thinking, customs, practices, and their impact on human culture.

Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Skills

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of

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alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Science — Using scientific rules and methods to solve problems.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Coordination — Adjusting actions in relation to others' actions.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

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Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.