



STATE OF OREGON
invites applications for the position of:

Environmental Program Coordinator 2 (Archaeology Specialist)

JOB CODE:	ODOT13-0046OC-A
OPENING DATE/TIME:	02/01/13 12:00 AM
CLOSING DATE/TIME:	04/02/13 11:59 PM
SALARY:	\$4,064.00 - \$5,870.00 Monthly \$48,768.00 - \$70,440.00 Annually
JOB TYPE:	Limited Duration
LOCATION:	Salem, Oregon
AGENCY:	Transportation-Highway

DESCRIPTION:

Position Summary

ODOT13-0046OC-A - Salem

The purpose of this position is to be a staff expert in archaeology and general cultural resources and coordinate all levels of archaeological evaluation on various transportation projects across the state. Duties include but are not limited to, review & compliance related to Section 106 of the National Historic Preservation Act as well as Oregon Statutes, performing Tribal consultation with the nine Federally recognized Tribes within the state of Oregon as well as applicable out of state Tribes; coordinating directly with the State Historic Preservation Office as well as Local governmental and cultural resources consultants.

This recruitment is to augment the candidate pool generated by job announcement ODOT13-0046OC. If you have previously applied for this position under announcement number ODOT13-0046OC, you need not re-apply. Names of qualified applicants will remain on the list for further consideration.

This is a Limited Duration appointment that will/is expected to end on or before 02/01/2015. Limited Duration appointments are regular status, benefits eligible, with a designated maximum length of service.

This position is represented by the Association of Engineering Employees of Oregon (AEE)

Must have and maintain a valid driver's license and an acceptable driving record.

Instructions - Minimum Qualifications

The 'Work Experience' and/or 'Education' sections of your application must clearly describe how you meet the qualifications for this position as listed below. You must also answer Supplemental Questions.

A resume' or position description will not be accepted in lieu of a completed application. Incomplete or late applications will not be considered.

Minimum Qualifications:

Two years of environmental analysis or resource project management experience and a

Bachelor's degree with 30 quarter or 20 semester hours in an environmental science, a physical science, a natural science, engineering, or a closely-related field.

Three additional years of environmental analysis or resource project management experience may substitute for the Bachelor's degree.

Note: Preference will be given to candidates with a Master's Degree in Archaeology or Cultural Resources Management who meet the Secretary of Interior Standards for Archaeology

Criminal Background and additional pre-employment check(s) as required for the position will be conducted on final candidates (could include Driver License, LEADS, and/or Education Verification).

Veteran's Points:

Honorable or General 'Character of Service' showing on a DD214 or DD215 attached to your application - 5 Points

Honorable or General 'Character of Service' showing on a DD214 or DD215 and a 'Certificate of Civil Service' preference letter attached to your application - 10 Points

Questions?

For questions about the job announcement, call 503-731-8389.

For technical help with online application, call 1-877-204-4442.

Application Help: http://www.oregon.gov/ODOT/CS/HR/jobs/Application_Help.pdf

Position Duties

Coordinate schedules for archaeological surveys, testing and data recovery operations with the Oregon Museum of Anthropology and other contractors.

Maintain records for archaeological work and prepare estimates. Evaluate archaeological testing and data recovery proposals for compliance with applicable laws.

Perform research to assist the effects of transportation projects on archaeological resources, traditional cultural properties and general cultural resources, in accordance with historic preservation laws and regulations.

Interpret rules and regulations and develop procedures for research and compliance. Research includes conducting archaeological and other reconnaissance surveys, document searches, and contact with Native Americans, planners, historians, and preservationists to aid in determining significant properties.

Establish and maintain liaison for the section, ODOT personnel and various state and federal agencies whose expertise or jurisdiction related to cultural resource management and regulating functions, such as the State Historic Preservation Office and Native American tribal organizations.

Perform education and outreach on transportation related issues with archeology and cultural resources.

Provide assistance to government to government communications with tribes as defined in senate Bill 770.

Participate in, and attend professional workshops and conferences.

Complete special assignments as directed by the Manager.

Application Checklist

Electronic or Paper Application Checklist:

Application

Supplemental Questions

Veteran's Documents - *If Applicable*

Oregon Department of Transportation
Human Resources
Region 1
123 NW Flanders
Portland OR 97209

Fax 503-731-3163

Announcement information can be made available in an alternative format by calling 711 (Relay Operator for the Deaf).

ODOT does not discriminate on the basis of disability in admission or access to our programs, services, activities, hiring, and employment practices. Contact 1-877-336-6368 (1-877-EEO-ODOT) for questions regarding Equal Employment Opportunity and Affirmative Action.

The Oregon State Government is expected to continue cost reduction measures including mandatory unpaid time off (furlough days) during the 2011-2013 biennium.

ADDITIONAL INFORMATION:

Job #ODOT13-0046OC-A
ENVIRONMENTAL PROGRAM COORDINATOR 2
(ARCHAEOLOGY SPECIALIST)
OM

Environmental Program Coordinator 2 (Archaeology Specialist) Supplemental Questionnaire

Your answers to the supplemental questions must be consistent with your described work experience. Your application will be reviewed to determine if you meet minimum qualifications.

Qualified applicants with backgrounds that most closely match the needs of the position(s) will be invited to interview. Resumes' will NOT be used to determine qualifications unless it clearly states a resume is required in the job posting.

Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications. Transcripts must be from an accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.

NOTE: This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Judicial Department; in those branches the requirement, if any, for transcripts is as indicated on the job announcement.

* 1. Which of the following best describes your highest related level of education?

- High School Diploma or Equivalent
- Some College Coursework, No Degree Received
- Associate's Degree

- Associate's Degree and additional coursework
 - Bachelor's Degree
 - Bachelor's Degree and additional coursework
 - Master's Degree
 - Master's Degree and additional coursework
 - Doctorate Degree
 - Doctorate Degree and additional coursework
 - None of the Above
- * 2. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many upper division (300 level or higher) credit hours have you completed? Select the Quarter/Semester hours that best describe your completed coursework?
- Did not answer
 - 4 Quarter hours/3 Semester hours
 - 8 Quarter hours/5 Semester hours
 - 12 Quarter hours/8 Semester hours
 - 16 Quarter hours/11 Semester hours
 - 20 Quarter hours/13 Semester hours
 - 24 Quarter hours/16 Semester hours
 - 28 Quarter hours/19 Semester hours
 - 32 Quarter hours/21 Semester hours
 - 36 Quarter hours/24 Semester hours
 - 40 Quarter hours/27 Semester hours
 - 44 Quarter hours/29 Semester hours
 - 45-68 Quarter hours /30-45 Semester hours
 - 69-95 Quarter hours /46-63 Semester hours
 - 96-143 Quarter hours /64-95 Semester hours
 - 144-191 Quarter hours /96-127 Semester hours
 - 192-239 Quarter hours /128-159 Semester hours
 - 240 or more Quarter hours /160 or more Semester hours
- * 3. If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your upper division (300 or higher) coursework. If you did not, enter N/A.
- * 4. Which of the following best describes the focus of your degree?
- Environmental Science
 - Physical Science
 - Natural Science
 - Engineering
 - Other Related Education
 - None of the Above
- * 5. If you selected "Other Related Education" in question 4, please identify the focus of your degree. If you did not, enter N/A.
- * 6. Which of the following best describes your level of experience conducting environmental analysis or resource project management?
- less than 6 months
 - 6 to 11 months
 - 12 to 17 months
 - 18 to 23 months

- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

* 7. Describe your experience and knowledge working with federal and State of Oregon laws pertaining to cultural resources management.

* 8. Describe your experience developing, negotiating and reviewing scopes of work and budgets for archaeology evaluations.

* 9. Describe your experience working with the regulatory community, Tribes and Local Governments and any experience you may have negotiating mitigation.

* Required Question