



ARMY POSITION DESCRIPTION

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| PD#: GJ558242 | Sequence#: VARIES | Replaces PD#: |
| STUDENT TRAINEE (ARCHEOLOGY) GS-0199-07 | | |
| Organization Title: | | |
| POSITION LOCATION: | | |
| Servicing CPAC: GREAT LAKES AND OHIO RIVER DIVISION CPAC | Agency: VARIES | |
| Installation: VARIES | Army Command: VARIES | |
| Region: SOUTHWEST | Command Code: VARIES | |
| POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION: | | |
| Citation 1: OPM PCS ARCHEOLOGY SERIES, GS-193, JUL 83 | | |
| Citation 2: OPM PCS HISTORY SERIES, GS-170, FEB 62 | | |
| Citation 3: SOC SCI STU TRAINEE SER, HDBK OF OCC GROUPS & FAMS, AUG 2002 | | |
| Supervisory Certification: <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i> | | |
| Supervisor Name: SUSANNE J. DAVIS | | Reviewed Date: 05/05/2021 |
| Classification Review: <i>This position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.</i> | | |
| Reviewed By: STEVEN A. FISCHER | | Reviewed Date: 05/10/2021 |
| POSITION INFORMATION: Cyber Workforce: <ul style="list-style-type: none"> • Primary Work Role: VARIES • Additional Work Role 1: VARIES • Additional Work Role 2: VARIES FLSA: NON-EXEMPT | CONDITION OF EMPLOYMENT: Drug Test Required: VARIES Financial Management Certification: Position Designation: VARIES Position Sensitivity: VARIES Security Access: VARIES | POSITION ASSIGNMENT: Competitive Area: VARIES Competitive Level: VARIES Career Program: VARIES Career Ladder PD: NO Target Grade/FPL: 07 Career Pos 1: Career Pos 2: |

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| <p>FLSA Worksheet: NON EXEMPT FLSA Appeal: NO Bus Code: VARIES DCIPS PD: NO</p> <ul style="list-style-type: none"> • Mission Category: VARIES • Work Category: VARIES • Work Level: VARIES <p>Acquisition Position: NO</p> <ul style="list-style-type: none"> • CAP: • Career Category: • Career Level: <p>Functional Code: 00 Interdisciplinary: NO Supervisor Status: VARIES PD Status: VERIFIED</p> | <p>Emergency Essential: Requires Access to Firearms: VARIES Personnel Reliability Position: VARIES Information Assurance: VARIES Influenza Vaccination: Financial Disclosure: VARIES Financial Disclosure: NO Enterprise Position: VARIES</p> | <p>Career Pos 3: Career Pos 4: Career Pos 5: Career Pos 6:</p> |
| <p>POSITION DUTIES: CL: F000</p> <p>SUPERVISORY CONTROLS</p> <p>Works under the supervision of Section Chief who assigns work with specific instructions or established procedures. Work is subject to review during progress and upon completion by senior archeologist, unless unexpected difficulties arise. Work is performed independently within a narrow range of project assignments and use of judgment is limited.</p> <p>MAJOR DUTIES</p> <p>Serves as student trainee (archeology) performing archeological research and analysis of cultural resources data for water resources development studies. The incumbent participates in the determination and evaluation of National Register of Historic Places. Assignments primarily involve specific segments of cultural resources studies conducted by higher graded archeologists. The program integrates on-the-job training with pertinent education leading to a business certificate or degree at a college or university. Performs a variety of duties in support of the organization. The position integrates pre-professional, on-the-job training with pertinent education leading to a bachelor, or master's degree at a college or university.</p> <p>1. Participates in a variety of archeological and cultural resources studies. Collects and identifies archeological information from a variety of sources in accordance with specific instructions and established procedures. Prepares reports documenting anthropological/ archaeological/historical investigations for inclusion in environmental documents and compliance with Federal cultural resources directives. Assists/observes senior staff in the research and compliance process as part of the environmental study team. 35%</p> <p>2. Reviews and identifies properties that are eligible for the National Register of Historic Places and makes recommendations to senior staff. Assists senior staff in consulting with project managers, State Historic Preservation Officers, and the Advisory Council on Historic Preservation by observing methods and procedures to be used. Assists in the preparation of required documentation and correspondence for compliance with Section 106 of the National Historic Preservation Act and other pertinent Federal directives. 35%</p> | | |

3. Assists in planning and conducting cultural resources investigations including records and literature searches, archival studies, and fieldwork consisting of reconnaissance and surveys, test excavations, and data recovery excavations. Prepares reports documenting the studies and arranges for the dissemination of the information to the public and for curation of recovered and generated materials. Assists in the preparation of estimates of time and costs required to develop, assess, and coordinate cultural resources aspects of project plan formulation.
30%

Performs other duties as assigned.

Fair Labor Standards Act (FLSA) Determination = (NON EXEMPT)

- 1. Availability Pay Exemption** - (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).
- 2. Foreign Exemption** - (Note: Puerto Rico and certain other locations do not qualify for this exemption - [See 5 CFR 551.104](#) for a list of Nonexempt areas.)
- 3. Executive Exemption:**
 - a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
 - b. Customarily and regularly directs 2 or more employees, AND
 - c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.

- 4. Professional Exemption:**
 - a. Professional work (primary duty)
 - b. Learned Professional, ([See 5 CFR, 551.208](#)) (Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or
 - c. Creative Professional, ([See 5 CFR, 551.209](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or
 - d. Computer Employee, ([See 5 CFR, 551.210](#)) (must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).
- 5. Administrative Exemption:**
 - a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

FLSA Conclusion:

- Exempt
- Non Exempt

FLSA Comments/Explanations:

Student position does not meet the definition(s) for FLSA exemption under 5 CFR 551.

CONDITIONS OF EMPLOYMENT & NOTES:**POSITION EVALUATION:**

BACKGROUND: This student trainee position was created to support the Cultural/Historic Resources Program in the Environmental and Cultural Resources Section at the Chicago District. The position integrates pre-professional, on-the-job training with pertinent education leading to a bachelor, or master's degree at a college or university.

REFERENCES:

- a. SOC SCI STU TRAINEE SER, HDBK OF OCC GROUPS & FAMS, AUG 2002
- b. OPM PCS HISTORY SERIES, GS-170, FEB 62
- c. OPM PCS ARCHEOLOGY SERIES, GS-193, JUL 83

TITLE AND SERIES DETERMINATION: The GS-170 series is the study of past human activities through the physical remains of life and past human activities and requires a knowledge of professional archeological principles, theories, concepts, methods, and techniques to prepare reports on anthropological/archaeological investigations. This position serves as student trainee (archeology) performing archeological research and analysis of cultural resources data for water resources development studies. Participates in a variety of archeological and cultural resources studies for the determination and evaluation of National Register of Historic Places. Performs developmental duties of archeological work. All positions classified to the student trainee series should be titled "Student Trainee" followed by a parenthetical title consistent with the occupational field involved. The parenthetical "Archeology" is added to the title since the primary work consists of archeological and cultural studies. The appropriate title for this position is Student Trainee (Archeology).

According to refence (a), student trainee positions should be classified to the XX99 series for the appropriate Occupational Group. The 0193 series best reflect the type of duties described in this position, however, because this is a student position, the appropriate series for classification purposes is 0099. The final series determination is 0199.

GRADE DETERMINATION: There are no grading criteria for the GS-193 series but the standard states the grade evaluation may be evaluated by cross series comparison. The History Series GS-170 is close in comparison because it describes work performed in the areas of research and requires the same comparable professional knowledge of established methods and techniques of historical research in the collection, evaluation, analysis, or presentation of historical facts. This includes planning and conducting historical studies in connection with the conservation to the public of sites of major significance (e.g. preservation of historical places) in the cultural history of the United States. The GS-170 series standard was used for the grade evaluation and uses two evaluation criteria, nature of assignment and degree of responsibility.

NATURE OF ASSIGNMENT: At the GS-07 level, the position requires sound judgment and knowledge of the proper methods and techniques needed to perform assigned duties. Work is performed independently and typically narrowed to one clearly defined topic, such as specific segments of archeological and cultural resources studies. The incumbent collects and identifies archeological information from a variety of sources in accordance with specific instructions and established procedures. Must possess working familiarity with resources investigations that are relatively readily available including records and literature searches, archival studies, and fieldwork consisting of reconnaissance and surveys, test excavations, and data recovery excavations. The trainee must possess a working familiarity with the content in order to determine which study or record to consult and apply standard practices in citing the sources on which their studies are based. Nature of Assignment compares to the GS-07 level.

LEVEL OF RESPONSIBILITIES: This is the advanced trainee level. Performs developmental duties of archeological work requiring knowledge of professional archeological principles, theories, concepts, methods, and techniques. Work assignments primarily involve specific segments of cultural resources studies conducted by higher graded archeologists. Training becomes progressively more

difficult as the incumbent's knowledge and experience advance. The incumbent selects the sources, reviews, and identifies properties, and prepares reports for the accomplishment of project assignments. The supervisor assigns work with specific instructions or established procedures. Work is subject to review during progress and upon completion by senior archeologist, unless unexpected difficulties arise. Personal work contacts are with project managers, State Historic Preservation Officers, and the Advisory Council on Historic Preservation for the purpose of obtaining information. Level of Responsibility compares to the GS-07 level.

Both the Nature of Assignments and Level of Responsibility are described at the GS-07 level of the referenced standard. The position is graded at the GS-07 level.

FINAL CLASSIFICATION: Student Trainee (Archeology), GS-0199-07