



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

CULTURAL MONITOR

Position Description

Department:	Cultural Resources	Reports to:	Tribal Heritage Preservation Officer (THPO)
Pay Range:	\$18.00 - \$24.00 per hour	Effective Date:	May 24, 2018
Hours/week:	40	Revised Date:	October 26, 2021
Classification:	Non-exempt	Type:	Full-time

MISSION STATEMENT

The Federated Indians of Graton Rancheria exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique native heritage; to preserve and protect the rights and privileges of its Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and to foster the value of education.

POSITION SUMMARY

The Cultural Monitor acts as the Tribal staff representative between Federal, State, Public, and County agencies' projects and the FIGR Tribal Heritage Preservation Officer (THPO). The Cultural Monitor will be assigned to development/construction projects to participate and obtain firsthand knowledge of archaeological excavations and construction in areas that are known to have cultural significance or have the potential for cultural deposit. The Cultural Monitor is responsible for the protection and preservation of tribal sacred sites and strives to avoid unnecessary impacts or disturbances which may lead to the desecration of cultural sites.

DUTIES AND RESPONSIBILITIES

The following duties are considered essential for this job classification:

- Performs duties which promote, protect, preserve, and manage all matters relating to Cultural Resources.
- Performs field inspections, documents findings, and works with the THPO on recommendations for projects requiring cultural monitoring.
- Ensures the protection and preservation of cultural resources during pre-development activities.
- Monitors all ground disturbing activity on assigned lands.
- Assists in evaluating Initial Studies and Environmental Impact Reports.
- Documents project activity details and reports findings, both verbally and in writing, to the THPO.
- Prepares maps and digital or handwritten records from monitoring assignments for data entry.
- Conducts cultural resource inventories.
- Ensures all culturally significant items are treated appropriately.
- Participates in job related trainings and conferences.
- Prepares correspondence, reports and other materials, as necessary.
- Maintains confidential files and records.
- Performs other duties as assigned.

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QUALIFICATIONS

Knowledge of: Native American values, customs, and traditions; practices and procedures of archaeological excavation and investigation; methods used in identifying Native American Artifacts and human osteology, State and Federal laws and acts enacted to protect Native American cultural sites; modern office equipment and software including personal computers, computer terminals and business software; filing, indexing, and cross-referencing methods, and virtual meeting applications.

Ability to: Develop plans, reports, and complete tasks accurately and within stated timelines; collect, analyze and report activity statistics; identify archaeological deposits and potential areas of impact, and work with cultural resource teams to preserve and protect native burials and significant finds; examine and identify archaeological finds and assess their significance; carry out a treatment plan that adheres to the strictest rules of confidentiality and discretion; operate modern office equipment and software with skill and efficiency; communicate effectively and establish and maintain cooperative working relationships with Citizens, employees, vendors, and class participants; demonstrate cultural competency and awareness; and exhibit cultural awareness and sensitivity of Native American values and cultures.

License: Must possess a valid driver's license and be insurable under the Tribe's policy.

EXPERIENCE AND EDUCATION

Experience: One year of related work experience in site monitoring, archaeological work, or familiarity with construction practices and safety standards required.

Education: High School Diploma or equivalent (GED) required.

Certification: Must have a recent Tribal Cultural Monitor certification from a Tribe or Agency (state or federal).

WORKING CONDITIONS

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Work is regularly performed outdoors where exposure to adverse weather conditions such as heat, cold, wind, and blowing dust, as well as possible exposure to fumes and/or other airborne particles. Early morning work, evening, and weekend work may be required, as well as working solitary at times. Limited overnight travel may be required from time to time. (Limited travel during Covid-19 Pandemic)

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is regularly required to stand, kneel, or bend over for long periods of time and may be required to walk on uneven surfaces or unstable ground. The ability to use hands to handle or feel, reach with hands and arms, and balance or bend over is required. The employee must occasionally lift and/or move up to 50 pounds.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a Federally Recognized Indian Tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Policy. Pursuant to this Policy, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a federally recognized Indian tribe.

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Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background investigation:** This position will be subject to a criminal history background check and a suitability background check. In addition, all positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug and alcohol screening:** All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug testing.
- COVID-19:** All applicants must successfully pass a pre-employment Covid-19 test prior to beginning employment. FIGR requires all employees to be fully vaccinated against Covid-19 and its variants; all employees must provide proof of vaccination prior to employment.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

ACKNOWLEDGMENT

I have reviewed the content of the **Cultural Monitor** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date