



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

## CULTURAL MONITOR II

### *Job Description*

<b>Department:</b>	Cultural Resources
<b>Pay Range:</b>	\$42.70 - \$59.78 per hour

<b>Reports to:</b>	Tribal Heritage Preservation Officer (THPO)
<b>Classification:</b>	Full-time/non-exempt

#### 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 the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all Tribal Citizens; and to foster the value of education.*

#### POSITION PURPOSE

Cultural Monitor II 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. The Cultural Monitor II works in the field with the Tribe's Cultural Monitor I, contractors, lead agencies, archaeologists, other specialists, and performs field inspections, documents findings, and works with the THPO on recommendations for projects requiring cultural monitoring.

#### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Promotes, protects, preserves, and manages all matters in conjunction with the Cultural Monitor I as it relates to Cultural Resources.
- Works with the Cultural Monitor I to ensure that tribal cultural resources and tribal ancestors are treated with dignity and respect.
- Conducts and ensures the completion of cultural resource inventories.
- Performs field inspections, documents findings, and works with the THPO on recommendations for projects requiring culture monitoring.
- Monitors all ground disturbing activity on assigned lands.
- Examines and identifies archaeological finds and assess their significance.
- Identifies archaeological deposits and potential areas of impact and works with cultural resource teams to preserve and protect native burials and significant finds.
- Works with the Cultural Monitor I in evaluating Initial Studies and Environmental Impact reports.
- Documents project activity details and report findings, both verbally and in writing to the THPO.
- Apply avoidance strategies for sacred site protection.
- Provides documentation, maps, and other digital and handwritten records from monitoring assignments and prepares them for data entry.
- Works on sites where hazardous conditions may be present, which includes but is not limited to heavy equipment, chemicals and fuels, and construction equipment.
- Responsible for maintaining confidential files and records.
- Participates in job related trainings and conferences to ensure up-to-date knowledge.
- Performs other duties as assigned

#### SUPERVISORY RESPONSIBILITIES

None

## MINIMUM MANDATORY QUALIFICATIONS

- Experience:**
- Completion of Federated Indians of Graton Rancheria (FIGR) THPO Training (32 hours training).
  - Familiar with construction practices and safety standards.
- Education:**
- High School Diploma or equivalent (GED) required.
- License/Certification:**
- Hazardous Waste Operations and Emergency Response (HAZWOPER) Certification (40 hours)

## PREFERRED QUALIFICATIONS

- None

## SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to exercise sound judgement and possess problem-solving skills involving concrete variables in standardized situations and the ability to make decisions that are varied, and, in many cases, there is no precedent to draw upon.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- Ability to capture details of project activities and report findings, both verbally and in writing, to the THPO.
- Ability to carry out a treatment plan that adheres to the strictest rules of confidentiality and discretion.
- Ability to plan, coordinate and direct varied and complex operations.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge of Native American values, customs, and traditions.
- Knowledge of practices and procedures of archaeological excavation and investigation.
- Knowledge of methods used in identifying Native American Artifacts and human osteology.
- Knowledge of State and Federal laws and acts enacted to protect Native American cultural sites.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Perform other duties as assigned.

## WORK ENVIRONMENT

**Work 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. Works in sites where hazardous materials may be present, as well as in environmental conditions such as fire and smoke, and the residual effects from fire, smoke, and possible water damage, among other conditions. 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.

## TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) 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 does not discriminate on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

**OTHER**

**Driving:** All employees must maintain a current and valid California driver’s license throughout employment and must be insurable under the Tribe’s policy.

**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 is subject to a criminal history background check, a suitability background check, and maybe subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

**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 and alcohol testing.

***DISCLAIMER: THE INFORMATION IN THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES HIRED FOR THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED, AS A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.***

**ACKNOWLEDGEMENT**

I have reviewed the content of the **Position Title** job description and have been provided with a copy of the job description. I certify that I can 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:

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*Printed name*

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*Signature*

\_\_\_\_\_  
*Date*