



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

CULTURAL MONITOR I

Job Description

Department:	Cultural Resources	Reports to:	Tribal Heritage Preservation Officer (THPO)
Pay Range:	\$35.28 - \$49.40 per hour	Classification:	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 the Tribal Citizens; and to foster the value of education.

PURPOSE OF POSITION

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.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Works directly with the Cultural Monitor II to promote, protect, preserve, and manage all matters relating to Cultural Resources.
- Performs field inspections, documents findings, and works in conjunction with the Cultural Monitor II, and the THPO on recommendations for projects requiring cultural monitoring.
- Assists in ensuring 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.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM MANDATORY QUALIFICATIONS

- | | |
|------------------------------|--|
| Experience: | • One year (1) 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. |
| License/Certification | • Must have a recent Tribal Cultural Monitor certification from a Tribe or Agency (state or federal). |

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 collect, analyze and report activity statistics.
- Ability to identify archaeological deposits and potential areas of impact, and work with cultural resource teams to preserve and protect native burials and significant finds.
- Ability to examine and identify archaeological finds and assess their significance.
- Ability to carry out a treatment plan that adheres to the strictest rules of confidentiality and discretion.
- 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, 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.

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.

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 ON THIS JOB 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 HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

ACKNOWLEDGEMENT

I have reviewed the content of the **Cultural Monitor** job description and have been provided with a copy of the job 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:

Printed name

Signature

Date