



State of Hawai'i Non-Civil Service Job Opportunity

Historic Preservation Archaeologist III State of Hawaii Executive Branch Salary: See Position Description

An Equal Opportunity Employer

Opening Date: 07/13/21

Closing Date: Continuous

RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Department of Land and Natural Resources, State Historic Preservation Division.

The position is located on the Island of Oahu.

Salary: Commensurate with training and experience.

If you have any questions regarding this non-civil service exempt position, please contact Ms. Alexis Caramonte at (808) 692-8036 Monday - Friday, 7:45 a.m. - 4:30 p.m. (HST).

The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Land and Natural Resources.

DUTIES SUMMARY

This position is located in the Archaeological Branch, Oahu, Archaeological Section, and is responsible for performing archaeological activities and duties, and daily archaeological operations of an assigned island, including routine analyses and reviews, and preparation of routine documents; properly documenting in writing all determinations, recommendations and investigations; and maintaining records and files to ensure public access. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

Citizenship Requirement: Applicants must be citizens, permanent resident aliens, or nationals of the United States. Non-citizens with unrestricted employment authorization from the U.S. Immigration and Naturalization Service may also apply.

Recommended Qualifications:

Knowledge of: Must have knowledge of State and Federal burial and historic preservation and burial laws, rules and regulations. Must have general knowledge of and remain current with archaeological method and theory, research design, archaeological sampling design, field methods and standards, and the ability to independently identify adherence to these standards.

Know of Hawaiian settlement patterns and Hawaiian archaeological typologies is strongly preferred. Must also be thoroughly familiar with Microsoft Office, and have a general understanding of GIS, and Arc View.

Skills/Abilities to: Interpret and apply laws and regulations; participate in rough terrain work; prepare reports; determine appropriate procedures and discern and evaluate cultural concerns and implement responses; identify, describe and document, and evaluate archaeological and cultural sites; coordinate work with other professionals on staff and other government agencies; and deal effectively with the general public and their representatives; and have a demonstrated ability to carry work from conception to completion in accordance with established time lines, usually shown by completed publications and manuscripts.

Recommended Education: A bachelor's degree from an accredited college or university in Archaeology or closely related field. A master's degree from an accredited college or university in Archaeology or closely related field is preferred.

Recommended Experience: Three (3) years of work experience in of which one (1) year should be in Hawaiian/Pacific archaeology, conducting field and analytical work, including report preparation or review or administration.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Requirement: Applicants must possess a valid license, type 3 or higher, to drive in the State of Hawaii.

Physical and Medical Requirements: Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship

OTHER INFORMATION

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

HOW TO APPLY:

Please submit a completed Non-Civil Service Application (HRD 278) to:

Department of Land and Natural Resources
Human Resources Office
Attention: Mr. Brandon Nagata
1151 Punchbowl Street Room 231
Honolulu, HI 96813

[Click here](#) for the Non-Civil Service Application (HRD 278). Recruitment number is EX122799.

Direct all inquiries regarding this position to:

Ms. Alexis Caramonte, (Historic Preservation Administrative Specialist)
Phone: (808) 692-8036

Monday – Friday 7:45 am – 4:30 pm (HST)

NOTE: The State Recruiting Office will refer you to the Department of Land and Natural Resources regarding this exempt position.

Recruitment # EX122799
HISTORIC PRESERVATION ARCHAEOLOGIST III
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