



STATE OF COLORADO
invites applications for the position of:

NAGPRA Liaison and Tribal Consultation Coordinator

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1200 Broadway, Denver, CO 80203

SALARY: \$3,785.00 - \$4,100.00 Monthly

OPENING DATE: 11/13/20

CLOSING DATE: 12/06/20 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



HISTORY COLORADO

HISTORY COLORADO has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.

The History Colorado Center in downtown Denver serves as the primary office for the Native American Graves Protection and Repatriation Act (NAGPRA) Liaison and Tribal Consultation Coordinator. In addition to a great location and rewarding, meaningful work, we offer:

Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan](#) or [PERA Defined Contribution Plan](#) plus 401K and 457 plans

[Medical and dental health plans](#)

Employer supplemented [Health Savings Account](#)

Paid life insurance

Short- and long-term disability coverage

10 paid holidays per year plus 12 hours of vacation and 6.66 hours of sick leave a month

Free [RTD EcoPass](#) (Denver Metro locations)

[BenefitHub](#) state employee discount program

[CafeWell](#) employee wellness program

Excellent work-life programs, such as flexible schedules, training and more.

DESCRIPTION OF JOB:

History Colorado is a nationally recognized leader in NAGPRA consultation and repatriation efforts. We are seeking a dynamic professional with significant experience in NAGPRA compliance and community centered projects to help steward this program into the twenty-first century. The primary focus of the NAGPRA Liaison and Tribal Consultation Coordinator will be to conduct the actions necessary for the repatriation and disposition of human remains and cultural objects to Native American descendant communities as specified in 43 CFR Part 10.

The focus of this job is to act as a liaison between History Colorado and representatives of Native American Communities, the National NAGPRA program, and other federal and state agencies. The job will entail extensive communications with these entities to ensure History Colorado complies with all aspects of NAGPRA legislation, as well as serving as lead for the Colorado Lands Working Group and collaborating with the lead for the State Unmarked Graves Process. The NAGPRA Liaison will review pertinent records on file in the department, compile cultural affiliation documents, and review site inventories to ensure NAGPRA-relevant materials are included in final inventories. As part of this process, the person may assist in resolving cataloging issues; verifying burials, funerary objects, objects of cultural patrimony, and sacred objects in the NAGPRA inventory; and leading collections reviews when requested by American Indian tribes. The successful applicant will also have the opportunity to participate in developing exhibits, educational programming, and other History Colorado initiatives. This position will be supervised by the Colorado State Archaeologist, but will work closely with staff from other departments including Collections and Exhibits. This position will require occasional travel and overnight trips.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Knowledge and Abilities:

- Knowledge of the principles of government-to-government consultation
- knowledge of the legal requirements of NAGPRA process
- ability to plan, organize, and schedule activities
- ability to operate technical equipment related to the discipline
- ability to maintain records;
- ability to create inventories and adhere to different tribal requests regarding the care and storage of specific artifacts
- knowledge of laboratory and collection methods
- Comfort in physically handling human remains for purposes of proper care and custody transfers

Education/Experience:

- Equivalent to three years of experience working with American Indian tribes to repatriate NAGPRA related or other items of cultural significance, or in working with descent communities and caring for culturally significant objects.

And/or

- Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area to which assigned may be substituted for two years of the required experience.

And/or

- Equivalent training, education, or experience with traditional Tribal Elders, Tribal Cultural Departments and Historians, or Tribal Historic Preservation Officers.

Preferred Qualifications

- Master's Degree or equivalent in Archaeology, Anthropology, Museum Studies, Native American Studies, or a related discipline *OR* equivalent education with traditional tribal elders, historians, or others responsible for passing on traditional tribal practices and history.
- Knowledge of and experience with procedures for compliance with NAGPRA.
- Knowledge of archaeological and anthropological repository best practices and standards, including storage and inventory control.
- Experience writing summary and cultural affiliation reports and "Notices of Inventory Completion" and "Notices of Intent to Repatriate" for compliance with NAGPRA.
- Field and laboratory experience in archaeology, collections, or related field.
- Ability to follow policies and procedures regarding sensitive data and maintain confidentiality.
- Experience with conducting consultation with Native American or other descent communities.
- Good interpersonal skills to work with a diverse population.
- Ability to supervise student employees and volunteers working in lab as necessary.
- Organizational and multitasking skills.
- Ability to use standard office software packages (e.g. Microsoft Office), with the ability to maintain databases using Microsoft Access.
- Excellent written and verbal communication skills
- Ability to work independently.

SUPPLEMENTAL INFORMATION:

A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or convicted of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.

Interested applicants are asked to submit the following materials:

- A cover letter expressing interest in this position and outlining relevant experience.
- A resume or CV of education and employment history.
- Three professional references, including current phone, email addresses, and affiliations

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online is the preferred method of applying for this position.

DEPARTMENT CONTACT INFORMATION:

Dany.mccoy@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

NAGPRA Liaison and Tribal Consultation Coordinator Supplemental Questionnaire

- * 1. Please describe your understanding of diversity and inclusion.

- * 2. History Colorado staff came together during the months of July and August, 2020 as a response to the recent events to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These grounding virtues are the result of our collective process. Please click here:
https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf How have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?

- * 3. What do you feel are the most important aspects of working with American Indian Tribes?

- * 4. If you could create an exhibit on Indigenous peoples of North America, what one thing would you want to teach the public?

- * Required Question