



STATE OF COLORADO
invites applications for the position of:
**Cultural Resource
Information/GIS
Specialist III**

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 Metro, Colorado

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

SALARY: \$1,922.77 - \$2,076.92 Biweekly
\$4,166.00 - \$4,500.00 Monthly

OPENING DATE: 05/04/22

CLOSING DATE: 05/25/22 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



History Colorado

HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, because of that, we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national

origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

The History Colorado Center is conveniently located in downtown Denver. In addition to a great location, we offer fantastic benefits including:

- 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
- Public Service Loan Forgiveness – A borrower may qualify for forgiveness by making 120 on-time payments while employed full-time in public service, if they have certain kinds of federal loans in a qualifying repayment plan
- BenefitHub state employee discount program
- CafeWell employee wellness program
- Excellent work-life programs, such as flexible schedules and more.

DESCRIPTION OF JOB:

This position performs duties that require the use of discretion and creativity within the limits of theory and principles of archaeology, history, or historic preservation; the Office of Archaeology and Historic Preservation's (OAHP) program objectives; Information Management's unit objectives; Intergovernmental Services Unit objectives; and laws and regulations pertaining to cultural resource management. Specific duties include, but are not limited to, maintenance of information concerning the cultural resources of the state and providing accurate and current information concerning those resources; establishing standards used by the professional community and ensuring the quality and consistency of collecting information. The position participates with other units in the historic preservation planning process, regulatory review and compliance, and public education.

Duties

- Reviews archaeological, cultural resource documents and forms for both internal and comparative correctness and consistency, and processes them to both the OAHP database and OAHP geographic information system (GIS)
- Conducts custom File Searches from data contained within the OAHP database and GIS for dissemination to qualified individuals, including providing clarifying information and/or assistance to requestors
- Assists with the Statewide Numbering System, including issuing site numbers to professionals, tracking receipt of documentation, and correcting discrepancies
- Assists with the day-to-day management of the Compass database system
- Supports the site files, computer system as well as the OAHP GIS, including creation/update of manuals relating to the different systems utilized in the office and training of staff in the use of these systems
- Participates in History Colorado public relation planning and activities, including conducting archaeological and/or historical fieldwork
- Assists in development of methods to improve production performance
- Provides technical assistance to the public
- Works with volunteers and interns

PROFESSIONAL DEVELOPMENT RESPONSIBILITIES:

Keep abreast of statutes, regulations and guidance affecting the position's responsibilities. Independently monitor and comment in writing and in oral communication when appropriate on developments in archaeology and historic preservation. Apply a wide range of qualitative and quantitative methods to assess and improve the office's effectiveness and the knowledge of federal and state agency staff members as well as the interested public. Independently monitor changes in technology that may improve or otherwise affect the work of the agency.

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

- Master's degree in anthropology or archaeology and archaeological experience and must meet the Secretary of the Interior's Professional Qualification Standards that includes, in addition to a master's degree:
- At least one year of full-time professional experience of equivalent specialized training in archaeological research, administration or management,
- At least four months of supervised field and analytic experience in general North American archaeology, and
- Demonstrated ability to carry research to completion.

Substitution:

- A combination of full-time work experience in archaeology, history or historic preservation, which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree only.

Must have:

- A minimum of one-year experience with computerized databases and GIS is required. Advanced skills in the application of computer hardware, networks, and associated peripherals required.
- Knowledge of cartography (e.g., map scale, projections, datums) and the skills to analyze complex cultural resource and geographic data derived from site forms and documents pertaining to the management of cultural resources.
- Ability to acquire and distribute digital data
- Exceptional writing skills, attention to detail and concern for accuracy, strong interpersonal and team building abilities, effective problem solving, and successful negotiation skills are essential
- Must be self-motivated and be able to work independently

Highly Desirable:

- Experience working with Site Files database and ESRI suite of GIS programs
- Knowledge and experience with Section 106 of the National Historic Preservation Act

SUPPLEMENTAL INFORMATION:

Effective February 3, 2022, all employees are required to attest to and verify that they are

fully vaccinated for COVID-19.

If you are interested in finding meaningful work in public service, we invite you to consider the State of Colorado. To learn more about working for the State of Colorado and building a satisfying and rewarding career, visit [Welcome to Your Future in Colorado](#).

A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction 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.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email Dany.Mccoy@state.co.us.

HOW TO APPLY: Please submit an online application for this position at <https://www.governmentjobs.com/careers/colorado>. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. 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.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online is the preferred method of applying for this announcement.

DEPARTMENT CONTACT INFORMATION:

Dany.mccoy@state.co.us

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

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.coloradohistory.org>

Position #GCA09045_5.22
CULTURAL RESOURCE INFORMATION/GIS SPECIALIST III
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Cultural Resource Information/GIS Specialist III Supplemental Questionnaire

- * 1. History Colorado staff has been working together in response to the events that happened in 2020 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 go to the link below to see the virtues https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf And tell us, 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?

* Required Question