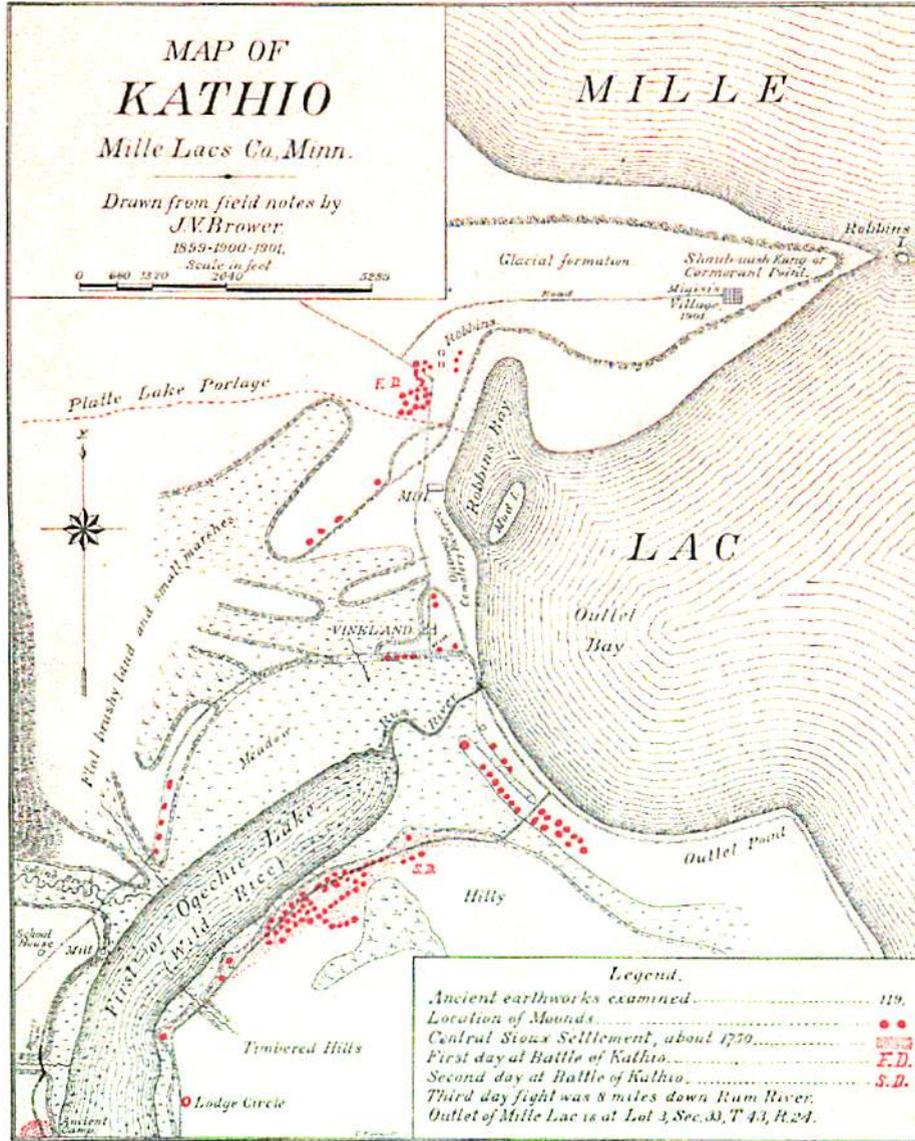


ANNUAL REPORT, FISCAL YEAR 1997

OFFICE OF THE STATE ARCHAEOLOGIST



Mark J. Dudzik, State Archaeologist
St. Paul, August 1997

Submitted to the Minnesota Historical Society and the Minnesota Indian Affairs Council under Provisions of MN Statutes 138.31-138.42

INTRODUCTION

This report covers the twelve-month period of operations for the Office of the State Archaeologist beginning July 1, 1996 and ending June 30, 1997 (fiscal year 1997). The report cover reproduces a map of the Mille Lacs area prepared by J.V. Brower in 1901; the colored dots depict burial mounds identified by Brower at the turn of the century.

Overview of the Program

Established in 1963, the Office of the State Archaeologist (OSA) is charged with sponsoring, conducting and directing research into the prehistoric and historic archaeology of Minnesota; protecting and preserving archaeological sites and objects; disseminating archaeological information through the publication of reports and articles; identifying, authenticating and protecting human burial sites (MN Statutes 307.08); reviewing and licensing archaeological fieldwork conducted within the state; and enforcing provisions of MN Statutes 138.31-138.42.

The position of State Archaeologist was created under provisions of MN Statutes 138.31-138.42. The State Archaeologist is a professional archaeologist appointed by the Minnesota Historical Society (MHS). Previously an unfunded position, the Legislature allocated \$104K to underwrite salary and related program needs beginning in fiscal year 1995. Prior to this funding, the Legislature had, in recent years, provided \$54K biennially as a pass-through grant administered by MHS. Base funding for FY97 equaled \$104K; in addition, approximately \$30K of unspent fiscal year 1995 dollars were carried over into the fiscal year 1997 budget (approximately \$50K of unspent FY95 dollars had previously been carried over into the FY96-97 biennial budget).

OSA is headquartered at the Fort Snelling History Center, St. Paul. The Fort Snelling location provides the program with a set of resources essential to its operation: easy public access; a comprehensive map collection (including old plat maps); a large library of archaeological texts and journals; a comparative collection of archaeological lithic, ceramic and faunal materials; and lab facilities.

As of July 1, 1996, the beginning of fiscal year 1997, responsibility for administrative, personnel and related OSA support services was transferred from MHS to the Department of Administration per Executive Order.

Overview of Relevant Statutes and Responsibilities

Under MN Statutes 138.31-138.42 (the "Field Archaeology Act"), licensure through OSA and MHS is required for field archaeology undertaken on all lands or waters owned, leased by, or subject to the paramount right of the state or its subdivisions, including lands impacted by publicly-funded development projects. Proposed projects are reviewed to assess the appropriateness of research methodology and to assist in identifying strategies for mitigating potential adverse effects to known cultural resources. Only professional archaeologists meeting the *Secretary of the Interior's Standards for Archaeology* (36 CFR Part 61) may be licensed as Principal Investigator to conduct such investigations in the state of Minnesota.

Minnesota's "Private Cemeteries Act" (MN Statutes 307.08) affords all human remains and burials older than 50 years, and located outside of platted, recorded or identified cemeteries, protection from unauthorized disturbance; this statute applies to burials on either public (including most federal and tribal lands) or private lands or waters. Authentication of burial sites is conducted under the sole auspices of the OSA per this statute. In the event that a burial is either known or suspected to be associated with American Indian peoples, the OSA works in concert with the Minnesota Indian Affairs Council (MIAC) to ensure the integrity of such burial sites. Guidelines for the protection of burials covered under this act have been developed jointly by the OSA and MIAC. The OSA maintains a database of identified burial sites in the state.

OSA also maintains a database of the state's identified archaeological sites in collaboration with the Minnesota State Historic Preservation Office (SHPO). For further information on this database, please contact either OSA or SHPO (see separate listing under "Minnesota Historical Society").

MN STATUTES 138.31-.42: LICENSURE UNDER PROVISIONS OF THE "FIELD ARCHAEOLOGY ACT" AND RELATED ISSUES

Under provisions of MN Statutes 138.31-.42, the review of archaeological projects and the qualifications of prospective licensees is one of the central functions of the office. As noted above, the Field Archaeology Act covers state and state subdivision lands and waters, as well as areas impacted by public construction or demolition work. Although derived from a tradition of academic research, in the last several decades archaeology has increasingly become driven and defined by the needs and objectives of cultural resource management (CRM). During the period covered by this report, over 99% of licensed archaeology projects and related dollars spent were CRM-related.

In response to requests by prospective licensees and other interested parties (developers, engineering firms), OSA has developed a streamlined process of license application and greatly reduced the turnaround time for issuing licenses. Presently, licenses are generally issued within 10 days after receipt of application materials (14 day maximum; as little as five minutes for applications submitted via the "Multiple Project" format). Improved turnaround has proven especially critical for completion of schedule-sensitive construction projects.

The following indicates the number of licenses issued for each of the past six calendar years (note: the convention of reporting license figures on a calendar year basis rather than a fiscal year basis has been adopted since it better reflects activities during the annual "archaeological field season," which extends from approximately April through November of any given year); 1996 and 1995 figures also include the number of project proposals reviewed (number of projects exceeds number of licenses since, in many instances, projects are bundled onto one license via the "Multiple Project" licensing process):

<i>1996</i>	129 licenses / 494 project reviews	<i>1993</i>	53 licenses
<i>1995</i>	183 licenses / 491 project reviews	<i>1992</i>	46 licenses
<i>1994</i>	82 licenses	<i>1991</i>	43 licenses

The dramatic increase in the number of licenses issued in recent over prior years can be attributed in large part to the dismantling of the MHS county/municipal and trunk highway archaeology programs in late 1994; the many projects undertaken by these two programs annually were covered by single, blanket-type licenses.

No individuals were identified as having initiated field investigations without having first obtained licensure required under provisions of the Field Archaeology Act during the 1996 field season.

Qualifications/Terms and Conditions of Licensure

Per the above Statutes, the State Archaeologist approves individuals "qualified" to engage in field archaeology for licensure by MHS (MN Statutes 138.36, subd. 2). No objective standards for determining such prerequisites were developed or otherwise referenced by previous State Archaeologists. The lack of an objective standard for professional qualifications opened the State, OSA, and other agencies (notably

MHS and the Minnesota Department of Transportation) to potential liabilities if projects were undertaken by individuals who, though licensed, did not meet the statutory *requirement* that they be "qualified." To mitigate this situation, OSA references the nationally recognized gold standard of professional qualifications, *The Secretary of the Interior's Professional Qualification Standards for Archaeology*, CFR 36, Part 61, Appendix A. This standard is universally recognized by the professional archaeological community and is, in any event, a minimum standard for projects conducted under the Federal Section 106 review process (this includes most of the archaeological research projects in the State and virtually all MnDOT projects). See also "Recent Legislation" section below.

Project Reports and Site Forms

Timely review and processing of site forms and related project reports are crucial to the development of a coherent and comprehensive state site database. All members of the archaeological community as well as the clients they serve depend on an accurate and up-to-date system.

In an effort to improve reporting compliance, OSA initiated a number of strategies during the FY95-96 biennium. First, a new three-plus page archaeological site reporting form was developed in concert with SHPO, replacing a rather cumbersome six-plus page form used previously. The form was designed for ease of completion and to better conform with OSA's and SHPO's site database needs. The unwieldiness of the earlier form was felt to contribute, in part, to the poor compliance rate for completion and submittal of this documentation in past years. Since the introduction of the new form, the quality and consistency of data has improved greatly over previous years. In FY97 this form was modified to better address the documentation requirements of *historic* archaeological sites and to briefly describe project methods and techniques. Second, the "Terms and Conditions" of licensure were redrafted to better clarify and affirm the need to submit these materials in a timely fashion. At the beginning of calendar year 1997, licensees with outstanding documentation (site reports and/or project reports) were notified of the need to submit such materials prior to issuance of 1997 field season licenses or to obtain license extensions; all parties have complied.

During 1997, 470 archaeological site forms were reviewed, approved and entered into the state's archaeological site database by OSA; this figure includes 27 OSA-generated forms for newly-identified sites and 15 site form updates for previously recorded sites. Scores of other site forms were also reviewed, but the materials or features reported on these forms did not meet criteria for inclusion in the site database.

MN STATUTES 307.08: BURIAL CASES AND RELATED ISSUES

The "Private Cemeteries Act" (MN Stat 307.08) includes provisions for the protection of burials 50 years and older which occur outside of platted cemeteries on either public or private lands. Such areas variously include prehistoric and early historic American Indian burials, abandoned township cemeteries, unmarked homestead burials, etc. Activities conducted under provisions of MN Stat 307.08 include the investigation of burials and burial areas and the recovery of human remains unearthed by natural or cultural activities. Burial case investigation components variously include, but are not limited to, archival research, assessment of photodocuments, and in-field studies (both by and under the auspices of OSA), which generally result in recommendations for the management of such sites. Investigations during the period have included assessment of both American Indian and EuroAmerican remains and/or burial sites. OSA also provides consultation, including intensive background research and in-field assistance, to members of the public, state, local and private agencies, tribal communities, and archaeologists involved in issues potentially impacting burial sites.

Authentication is a process of identifying, clarifying and otherwise affirming the status of known or suspected burials/cemeteries and/or relocating burials whose exact locations have become obscured due to changing land-use practices or other circumstances. Authentication does not include initial, non-intrusive identification of burial sites as a component of site reconnaissance activities undertaken as a part of routine cultural resource surveys (under provisions of MN Stat 138.31-.42). Under provisions of 307.08, authentication of burial sites is conducted under the sole auspices of OSA. The process of authentication is a collaborative one involving diverse interests (e.g., developers, agencies of state and local government, tribal communities, landowners, archaeologists, etc.) and requiring especially close coordination with MIAC in those situations which involve American Indian burial sites.

The processes of burial site investigation and authentication can be extremely resource-intensive in terms of both time and dollars spent. *Several recent initiatives by OSA have served to decentralize the process of burial site investigation, thereby improving the response time to burial authentication and other burial intervention requests, significantly reducing the total number of cases requiring direct OSA involvement, and reducing the number dollars spent on OSA-authorized, third-party burial site investigations:*

- OSA has authorized seven individuals to assist in the authentication process; six of these individuals have been co-authorized by MIAC to assist OSA in the authentication of American Indian burials (this process is defined in statute). Previously, only one individual had been approved by the State Archaeologist to assist in the process of burial site authentication.
- Non-intrusive field investigations to identify burial sites occurring on private and public lands are encouraged. These activities are coordinated by OSA in cooperation with MIAC, as indicated.
- All newly-identified burial sites and burial site investigation/authentication cases are documented and subsequently entered into the state's site database. This had not been a consistent practice of OSA prior to 1995.
- Several individuals, including representatives of tribal communities, have been authorized by OSA to access private property for the purpose of conducting an initial assessment of reported burial site disturbances on behalf of OSA.

Hohman-Caine (1992:6) noted that a backlog of "approximately" 70 burial authentication cases had developed by the time of her resignation from the State Archaeologist position in October of 1992, and 100 were outstanding (i.e., no follow-up initiated) as of February 1995; 68 cases are presently outstanding. Many of these cases require only field verification and completion of a site form. The breakdown of outstanding cases by calendar year is as follows:

1993	33	1991	12	1988	1
1992	16	1990	6		

These cases, inactive for approximately four or more years, are considered relatively non-urgent and are reconciled on an "as-able" basis, incidental to other OSA fieldwork in the area. OSA presently focuses on responding promptly to newly-reported cases, while at the same time working steadily to reduce the extant backlog. Insofar as many, less complicated cases which arose within the period have been addressed and reconciled via the initiatives described above, the bulk of the OSA-managed cases have focused on resolution

of more urgent and/or complex investigations, the latter generally requiring more intensive, long-term case management. Many such investigations result in negative findings, i.e., the examined features are determined not to be burials or burial features. In the past 12 months, OSA has been directly involved in 99 burial site authentication/investigation cases; 9 of these cases are on-going.

During this period, OSA has additionally responded to hundreds of requests for general or locational burial site information by landowners, developers, members of tribal communities, agencies of government, CRM professionals, legislators, and other interested parties.

The Native American Graves Protection Act and MN Statutes 307.08

Until recently, excavated or other human remains associated with Minnesota's prehistoric and early historic Indian peoples have been systematically reinterred, ostensibly under provisions of MN Statutes 307.08. Enactment of the federal Native American Graves Protection and Repatriation Act (NAGPRA) in November of 1990 effectively superseded state law, precluding repatriation and reburial under 307.08. Unfortunately, this aspect of NAGPRA was not previously evident to concerned parties. Since 1995, however, all such remains and associated funerary objects have been treated in a manner consistent with the Act, and the process of repatriation and reburial continues under the joint supervision of OSA and MIAC.

A large number of human remains in the collection of MIAC were uninventoried as of November 15, 1995, the inventory completion deadline mandated by NAGPRA. On behalf of MIAC, OSA requested an inventory extension and submitted a grant proposal to underwrite costs associated with MIAC's inventory process. The National Park Service (NPS) has favorably reviewed both, approving an inventory completion extension and awarding MIAC a grant totaling \$72,860 (grant monies made available October, 1996; note: NAGPRA is an *unfunded* federal mandate). OSA serves as NAGPRA Compliance Advisor to MIAC per this grant proposal. The process of inventorying these remains, consulting with concerned tribal communities, and providing the documentation required for repatriation of the remains is expected to conclude in fall of 1997.

OSA also determined that, with the exception of the Weisman Art Museum (which curates a collection of NAGPRA-covered/compliant materials from New Mexico), the University of Minnesota, Minneapolis campus, was out of compliance with NAGPRA. In the course of archaeological investigations conducted over much of the past century, the U of M had amassed a large number of prehistoric and protohistoric American Indian remains and associated funerary items. In 1989, and just prior to the enactment of NAGPRA, the human remains were "deaccessioned" to MIAC with the University retaining the grave goods; these deaccessioned skeletal elements constitute the bulk of remains presently in MIAC's custody. As a member of the U of M's *Committee on Repatriation of Cultural Property*, OSA is responsible for directing efforts to facilitate the University's compliance with this federal legislation, in coordination with MIAC's compliance effort.

RECENT LEGISLATION

The following were both included as provisions of Chapter 202, SF 1905, signed by Governor Carlson on May 30, 1997. OSA testified before members of both the House and Senate in support of this legislation.

Budget Issues

The Minnesota Legislature voted to support program efforts by increasing the base funding level from the \$104K level of recent years to \$187K in FY98 and \$190K in FY99. In addition, the Legislature allocated an additional \$30K to be used to identify burial sites in the state and to make this information available to

units of local government. The bulk of the increased base funds are dedicated to funding a 1FTE support staff position and offsetting facility lease expenses. Previous base funding only supported the State Archaeologist position.

Language Affecting the Structure of OSA

In addition to the above, the Department of Administration, as part of its reorganization bill, proposed language relevant to the structure of the program. Based on language previously developed by OSA, the Office of the Attorney General, and the Department of Employee Relations, this legislation affirmed OSA's authority to enter into contracts, deleted extraneous or redundant language in certain sections of MN Stat 138.31-42, clarified and affirmed the definition of "qualified archaeologist", and established OSA as a division of the Department of Administration.

LITIGATION

At present, one burial case is in litigation (on-going since March 1994). The case, involving burial site 21-GD-0017, was authenticated by OSA in 1995. Like other, similar cases, this litigation revolves around the issue of "takings", that is, the state's right to constrain certain activities on private property which has the alleged effect of reducing the usefulness or value of the parcel. The Office of the Attorney General is actively managing this case in concert with OSA; *we anticipate that this case will come before the court during FY98*. Such claims may be more frequent in the future due to the continuing growth of "landowner's rights" type movements.

RELATIONS WITH ALLIED AND CONSTITUENT AGENCIES

OSA's effectiveness depends heavily upon the success of its interactions with other agencies of state and local government, universities, private agencies, and individuals. Some of the constituent and allied agencies highlighted in the FY96 annual report included: the Minnesota Indian Affairs Council (MIAC); the State Historic Preservation Office (SHPO); members of the Legislature; the University of Minnesota; the Osteology Laboratory, Hamline University; and cultural resource management firms.

Obviously, one of OSA's primary "cooperative ventures" during FY97 has been the establishment of a relationship with its new parent agency, the Department of Administration. During the same period, OSA has worked collaboratively with, and in support of (among others), the following:

- Minnesota Archaeological Society - As a Board Member, the State Archaeologist works to promote publication of the Society's journal, *The Minnesota Archaeologist*, identify funding sources, and develop member activities.
- Minnesota Archaeology Week (MAW) - MAW promotes awareness of the state's rich archaeological heritage, organizing and promoting related activities and programs state-wide during the month of May. A co-sponsor of MAW with SHPO and Hamline University, OSA funded MAW 97's poster development and production, and provides MAW with facility space, phone, and computer resources.
- Society for American Archaeology (SAA), Archaeology Education Network Pilot Project (AENPP) - Minnesota is one of only two states to have been awarded funds by SAA to develop a model archaeology education program, which is to be used to facilitate the development of such programs

by other states nation-wide. A co-sponsor with Hamline University, OSA provides AENPP with facility space, phone, and computer resources.

- Council of Engineering Consultants (CEC) - An umbrella group for engineering firms, many of which have CRM divisions, OSA consulted with CEC about legislative and budget issues of mutual interest during the recent legislative session.
- St. Louis County Historical Society - As a member of the Selection Committee, OSA assisted in the selection of a candidate to fill the society's newly-created Cultural Resources Specialist position; the incumbent will serve as a focal point for information and programming needs pertinent to the identification and management of cultural resources throughout the county.
- Iron Range Resource & Rehabilitation Board (IRRRB) - OSA assisted the IRRRB by reviewing proposals submitted in response to the IRRRB's RFP for a marketing plan intended to promote area heritage tourism, and subsequently participated in the process of selecting a vendor for the project.

ARCHAEOLOGY EDUCATION AND INFORMATION

As noted above, OSA responds to public burial site inquiries on an almost daily basis. These inquiries generally afford brief, but substantive opportunities to provide information about burial practices, burial site preservation strategies, and protective legislation. OSA also routinely provides members of the public with general information about the state's prehistory and early EuroAmerican settlement, and frequently examines and identifies archaeological artifacts (and, frequently, geological and paleontological specimens as well!).

Presentations to the public and others by OSA during FY97 include:

- *From the Plains to the Boundary Waters: Minnesota's Rock Art.* Paper presented at the 54th Annual Plains Anthropology Conference, Rock Art Symposium, Iowa City, IA.
- *An Overview of Minnesota's Rock Art.* Lecture series, the Minnesota Archaeological Society, St. Paul.
- *Historic Preservation in the R/W Planning Process.* Office of Right of Way and Surveys Professional Conference (joint presentation), Breezy Point, MN.
- *Implementing GIS for Preservation Planning: Mn/Model.* Minnesota GIS/LIS Consortium, 1996 Sixth Annual Conference and Workshops (joint presentation), St. Louis Park, MN.
- *Overview of Minnesota Archaeology and Artifact Identification.* Lindstrom Historical Society, Lindstrom, MN.
- *Overview of the State Archaeology Program.* Continuing Education Program, Department of Anthropology, Hamline University @ Fort Snelling History Center, St. Paul.
- *Archaeological Methods: The Survey Process.* Woodbury Elementary School, Woodbury, MN.

- *Archaeological Methods: The Survey Process.* Hutchinson Elementary School, Hutchinson, MN.
- *Archaeological Methods: The Survey Process.* Edina Elementary School (Creek Valley), Edina, MN.
- *Archaeological Methods and Techniques.* Odyssey of the Mind Program, Eagan Elementary School @ Fort Snelling History Center, St. Paul.
- *Archaeological Methods and Techniques.* Odyssey of the Mind Program, St. Paul Magnet School @ Fort Snelling History Center, St. Paul.

OSA also routinely meets with representatives of various private and public agencies to discuss issues relevant to archaeological and burial sites protection and management.

Additional education initiatives include OSA support for Minnesota Archaeology Week (funding of poster, provision of space/phone/computer resources) and co-sponsorship (with Hamline University) of the Society for American Archaeology's Education Network Pilot Project (provision of space/phone/computer resources). OSA has also recently submitted an article entitled "Visions in Stone: The Rock Art of Minnesota" for publication in an upcoming volume of *The Minnesota Archaeologist*, a primary resource for information about the state's archaeological heritage.

FUTURE PROGRAM ACTIVITIES / PROGRAM FOCI

The processes of licensure, project review (both pre- and post-project), burials-related investigations, and related concerns will continue to be focal program issues for OSA. Efforts in the upcoming year should further reduce or eliminate the pre-1995 backlog of unresolved burial investigation/authentication cases.

Other program activities planned for fiscal year 1998 include:

- *burial sites database* - As noted elsewhere, the need for wider and more immediate access to burial site location information, especially by land managers and building permitting authorities, has become increasingly evident. The paramount threat to such sites is no longer the looter who desecrates individual burials, rather, it is the relentless pace of development in and along the margins of Minnesota's towns, cities, reservations, lakes and rivers which endangers hundreds and, perhaps, even thousands of such burial areas.

Although detailed information about burial site location information is precluded from general public disclosure under provisions of Minnesota's Government Data Practices Act, OSA, SHPO and MIAC have previously discussed the process for making this information available to certain land management agencies via electronic access to the OSA burial sites database (MN Stat 307.08, subd. 5 mandates that this information "be provided and integrated into the Minnesota land management system's geographic and summary databases"). OSA has previously met with the Intertechnologies Group, Department of Administration, to discuss this process further, and has also initiated discussions with the Land Management Information Center aimed at accomplishing this goal during FY98.

- *budget* - OSA does not anticipate a need for additional funding for the short-term; however, the development of the legislatively-mandated burial sites database access system may result in a substantially increased demand for burial site information and in-field investigations in advance of public and private construction. This may necessitate increasing funding to support related staffing and program needs in the future.
- *legislation* - During the upcoming months, and prior to the next legislative session, OSA, in concert with DOA, MIAC, MHS and the Office of the Attorney General, will be reviewing MN Statutes 138.31-138.42 and 307.08 to consider possible amendments to or restructuring of these statutes.
- *staff support* - A full-time OSA staff appointment will be made early in the fiscal year, using base program funds to support this essential position (see Appendix).

REFERENCES

Hohman-Caine, C.A.

1992 *State Archaeologist's Annual Report, July 1991 - June 1992 and July 1992 - October 1992.*
Office of the State Archaeologist, St. Paul.

APPENDIX

Staff Support Position Description:

OSA Research Assistant

OFFICE OF THE STATE ARCHAEOLOGIST

POSITION DESCRIPTION A

Position Description: *OSA Research Assistant (OSARA)*

Range/Classification:

Position Purpose: To assist the State Archaeologist (SA) in the performance of duties specified under MN Statutes 138.31-138.42 and 307.08; activities include, but are not limited to, field, lab and archival research, documentation/database development and maintenance, and public education components. Works closely with individuals, businesses and agencies of state, local and tribal government.

Reportability

Reports to: State Archaeologist.

Supervision: By State Archaeologist; however, individual is required to make independent decisions with the potential to impact directly on a variety situations, in both field and office settings.

Dimensions

Budget: Does not effect budget decisions.

Clientele: Works collaboratively with and on behalf of numerous agencies, organizations and individuals including, but not limited to:

- Minnesota Indian Affairs Council (MIAC)
- Cultural Resource Management (CRM) firms
- State Historic Preservation Office (SHPO)
- Tribal Historic Preservation Offices (THPO)
- Engineering firms
- Members of the Legislature
- Avocational archaeologists
- Academic institutions (all levels)
- Members of the Public
- Agencies of state and local government

POSITION DESCRIPTION B

PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS

1. *Develops and maintains hard copy and computer databases of the state's archaeological and burial site inventories.*

- A. Reviews archaeological forms submitted by external agencies or individuals for accuracy of information; identifies deficiencies and inaccuracies; corrects and/or obtains corrected information as needed.
 - B. Designs, implements and maintains specialized database applications as needed.
 - C. Conducts fieldwork as needed to augment extant site form or archival information.
 - D. Initiates and completes site forms as needed.
2. *Assists in the process of archaeological and burial site investigation/authentication under the auspices of OSA, per provisions of MN Stat 138.31-.42 and 307.08.*
- A. Pre-field: Conducts review of relevant literature, archival, cartographic, photographic and other documentation in preparation for field investigations and/or to assist in responding to site-related inquiries or requests for information.
 - B. Field: Conducts field investigations jointly with the State Archaeologist or independently, as required. May supervise or otherwise monitor fieldwork conducted by others under the auspices of the Office of the State Archaeologist.
 - C. Post-field: Prepares documentation of field investigations, including narrative, photographic, cartographic, analytic, etc., as needed. Conducts analysis of materials as directed. Develops recommendations for site investigation and/or preservation as indicated.
3. *Public Education / Agency Promotion*
- A. Develops educational materials for presentation to interested individuals and organizations.
 - B. Develops free-standing promotional materials to provide increased awareness of the presence and role of OSA.
 - C. Presents public education programs to promote increase awareness of Minnesota's archaeological heritage.
4. *Public Contact / Agency Liaison*
- A. Conducts review of archival, cartographic, photographic and other documentation in response requests for site-related information by individuals, businesses, cultural resource management organizations, agencies of state, local and tribal government, and other interested parties.
 - B. Assists the State Archaeologist in coordinating with individuals, businesses, cultural resource management organizations, agencies of state, local and tribal government, and other interested parties the investigation of archaeological and burial sites.
 - C. Works collaboratively with a variety of parties to promote the effective and ethical management of the State's archaeological resources.

POSITION DESCRIPTION C

NATURE & SCOPE (relationships; knowledge, skills and abilities; problem solving and creativity; independence of action)

RELATIONSHIPS:

The *OSA Research Assistant* is directly responsible to the State Archaeologist, Office of the State Archaeologist, Department of Administration. This position is responsible for assisting the State Archaeologist in a variety of activities relating to the identification, investigation and protection of the State's archaeological and burial sites; records and database development and management; public education; and coordination of activities by diverse participants in the cultural resource management process.

KNOWLEDGE, SKILLS AND ABILITIES:

A bachelor's degree in anthropology/archaeology, historic preservation or a closely related field (with an emphasis on archaeology), plus the following:

1. At least five years of experience in cultural resource management work in conformance with the *Secretary of the Interior's Guidelines for Archaeology and Historic Preservation*, including relevant experience in areas of research, archival studies, fieldwork, and post-field analysis and report preparation.
2. A working knowledge of MN Stat 138.31-.42 and 307.08 and other relevant state and federal legislation and standards.
3. Expertise in working with computer networks and related hardware, software, database development, application and maintenance.
4. A high degree of surveying and cartographic skills.

In addition, the position requires:

1. An ability to work cooperatively and collaboratively with diverse parties.
2. A demonstrated ability to bring projects to completion in a timely fashion.
3. An ability to operate a motor vehicle and traverse rough terrain in extremes of weather.
4. Availability for up to 100% overnight travel during the peak field season (typical five day work week, April - November; actual overnight travel will generally be considerably less).

PROBLEM SOLVING:

The OSARA, representing the Office of the State Archaeologist, is required to act independently or with minimal supervision in a variety of settings and on behalf of a diverse clientele which includes individuals, businesses, other cultural resource professionals, agencies of state, local and tribal governments, and the public at large. The small size of the OSA program relative to its statutory mandate requires that the incumbent be extremely versatile and able to exercise a high degree of flexibility and proficiency in skill areas which are technical, organizational, analytical and interpersonal in nature. Technical issues and program needs require a high degree of familiarity with the archaeological resources of the state (records, databases, sites, etc.), an especially intimate familiarity with the process of burial site identification and preservation, advanced cartographic and drafting capabilities, advanced computer skills, and other technical abilities. Organizational skills include an ability to develop and implement a self-directed workload, and the

creation and maintenance of coherent and reliable site and other databases. Perhaps one of the most critical skills is the ability to respond to requests for information from the above constituents; this information includes specific queries about burial and other cultural resources, general information about the archaeology of the state, and presentations to the general public about Minnesota's archaeology.

INDEPENDENCE OF ACTION:

Although program priorities are determined by the State Archaeologist, the OSARA is very much a self-directed position. The incumbent is required to identify problems in field and office settings and develop responses to such problems, often with limited direct supervision by the SA. The individual is largely responsible for developing and maintaining the archaeological site database under supervision of the SA. Within limits, the OSARA may be called upon to represent the SA when the SA is out of office.