



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Joseph Murphy
Michael A. Vasquez

JOB DESCRIPTION

POSITION: Monitor
STATUS: Non-Exempt
CLASSIFICATION: Full-Time / Part-time as applicable
DEPARTMENT: Cultural Resources
SUPERVISOR: Director, Cultural Resources
RATE OF PAY: DOE

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

SUMMARY:

Tribal Monitors are representatives of the Pechanga Cultural Resources Department as well as the Pechanga Band itself. Monitors are required to conduct themselves in a professional manner while adhering to all field supervisor instructions involving potential impact to cultural areas and the handling of cultural discoveries.

Level III Monitors will handle all aspects of pre-construction and construction projects involving potential impact to cultural areas. Due to the inherent dangers on job sites, Level III is required to train and supervise entry level monitors in proper safety habits and handling of cultural discoveries up to and including human ancestral remains.

ALL LEVELS:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor all ground disturbing activity including mass grading, grubbing, weed abatement, trenching and any excavation on previously disturbed and undisturbed ground.
- Follow standard procedures and Tribal protocol for treatment of ceremonial artifacts and Human Remains.
- Help to ensure all Native American human remains and any associated grave items are treated with culturally appropriate dignity.
- Observe proper safety habits at all times.
- Recognize and identify cultural artifacts, human remains, village sites, and midden deposits.
- Ensure excavation or disturbance of the site is halted and the appropriate state laws are followed should human remains or other new discoveries need to be evaluated.
- Share information so that others will understand the cultural importance of the features involved.
- Work closely with other Monitors as appropriate and under the direct supervision of a Monitor Supervisor.
- Complete Monitor training as needed.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the Monitor will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

LEVEL III:

ADDITIONAL ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicate effectively with archaeologists, developers, property owners, lead agency representatives, equipment operators and job foremen.
- Keep up to date on the various state and federal laws that apply to monitoring activities.
- Read USGS Topo and Area maps
- Locate and record sites, and artifacts using GPS unit
- Maintain in depth and accurate records on all phases of the projects.
- Read, interpret, and complete all site record forms.
- Train and supervise entry level monitors in daily duties, safety protocol and proper treatment of artifacts.

ALL LEVELS:

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- High School Diploma or GED preferred.
- Basic knowledge of Átáaxum ethnology and how it applies to understanding archaeological sites and traditional cultural properties.
- Basic knowledge of Southern California native plants, their habitat, and how they were used by Native peoples.
- Must have an interest, willingness and understanding of the importance of preserving the Native American culture and artifacts.
- Clean DMV record.
- Ability to lift and move 50 pounds.
- Ability to communicate effectively, both written and verbal.
- Valid California driver's license with proof of insurance.
- Complete CPR/First Aide training as required.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

LEVEL II:

ADDITIONAL QUALIFICATIONS AND EXPERIENCE

- Minimum one (1) year relevant monitoring experience required.
- Completion of Cultural Curator Education Training Meeting required.
- Completion of Monitor Training manual required.

LEVEL III:

ADDITIONAL QUALIFICATIONS AND EXPERIENCE

- Minimum of three (3) years relevant monitoring experience required.
- Must have passed the Monitor III examination.
- Completion of Cultural Curator Education Training Meeting required
- Completion of the Monitoring Training Manual required.
- Experience identifying an area that has been used as a village site, gathering area, burial site etc. and estimate how extensive the site might be.
- Experience or ability to use a Trimble GPS device to capture archeological GIS data.

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- Must have proficiency in Microsoft Office and Google Earth.
- Experience reading Topo and Area maps.
- Proven experience working with the Health and Safety Codes, CEQA and NHPA.
- Working knowledge of Atáaxum ethnology and how it applies to understanding archaeological sites and traditional cultural properties.
- Working knowledge of Southern California native plants, their habitats, and how they were used by Native peoples.
- Basic understanding of Human Osteology preferred.
- Ability to obtain Security Clearance as needed.
- Ability to lift and move 50 pounds.
- Excellent verbal and written communication skills required.
- Valid California driver's license with proof of insurance.

ALL LEVELS:

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the general process by which monitoring is allowed for excavation projects.
- Ability to identify artifacts.
- Ability to keep proficient records.
- Ability to communicate effectively.
- Ability to take direction and apply it to your position.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

LEVEL III:

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of all phases and conditions of monitoring Mass Grading Activities.
- Knowledge of all phases and conditions of monitoring Archaeological Testing Activities.
- Knowledge of all phases and conditions of performing Surveys or Pre-Project Walkovers.
- Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.
- Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
- Ability to lead and mentor employees.
- Ability to influence and persuade others.
- Ability to effectively communicate the meaning of the Health and Safety Code, Public Resources Code, CEQA guidelines and National Historic Preservation Act.

ALL LEVELS:

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

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While performing the duties of this job, the employee is frequently required to sit, talk and hear and constantly required to stand and walk. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is regularly required to climb or balance; stoop, kneel, crouch or crawl. Job duties require hiking rugged terrain, including uneven grounds; steep terrain; construction sites, and susceptibility to multiple forms of plants and environmental life.

The employee must be able to lift up to 50pounds to waist level and be able to walk carrying the weight. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

ALL LEVELS:

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee regularly works near moving mechanical parts and must be able to work long hours in outside weather conditions year-round, including high temperatures and direct sun. The employee is often exposed to hot, cold, and wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is generally loud or noisy.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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