



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

JOB ANNOUNCEMENT

POSITION TITLE:	Archaeologist	OPENING DATE:	September 17, 2025
CLASSIFICATION:	Full-Time	FILING DEADLINE:	Until Filled
STATUS:	Non-Exempt	DEPARTMENT:	Cultural Resources
RATE OF PAY:	DOE	SUPERVISOR:	Dir, Cultural Resources
HIRING PREFERENCE POSITION CATEGORY:		B	

SUMMARY:

The Archaeologist works to protect the Tribe's cultural and archaeological resources from potential and actual impacts to their integrity, on and off the reservation. Under the direction and supervision of the Director and senior staff, the Archaeologist is responsible for identifying, evaluating, and prioritizing cultural resource issues of concern to the Tribe. The Archaeologist takes measures to protect the resources in accordance with the Tribe's policies, practices and customs by utilizing applicable laws and working with governmental agencies, environmental consultants, archaeologists, project applicants and legal counsel. The Archaeologist provides electronic tracking of departmental projects using known cultural site knowledge, archaeological studies, and parcel data information provided by Federal, State, and Local Lead Agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Make field visits to project locations to assess archaeological sites and cultural resources.
- Review environmental documents, specifically archaeological and Traditional Cultural Place (TCP) and Tribal Cultural Resources (TCR) evaluations, Cultural Resources Management Plans (CRMP), and assess the potential issues with all environmental documents and technical reports.
- Prepare official comments on behalf of the Tribe concerning archaeological assessments of development projects, land use projects, improvement projects, and any other projects as designated by the Director and Tribal Council, that impact the Tribe's cultural resources.
- Prepare official documents, such as archaeological, Traditional Cultural Place (TCP) or Tribal Cultural Resource (TCR) assessments on behalf of the Tribe.
- Provide suggestions and project design changes that will assist in accomplishing goals of preserving and avoiding known cultural resources.
- Utilization of knowledge and experience working with Section 106 (National Historical Preservation Act), National Environmental Policy Act (NEPA), Army Corps 404 permits, AB (Assembly Bill) 52, SB (Senate Bill) 18, and California Environment Quality Act (CEQA) and Surface Mining and Reclamation Act (SMARA).

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree in Anthropology, Archaeology, Native American Studies, or History **required**. Master's degree preferred.

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.

- Listed on the Register of Professional Archaeologist as a Registered Archaeologist (RA) or a Professional Archaeologist (RPA) **required**
- Minimum of three (3) years working for a Tribal Cultural Resources Department or Program **required**.
- **Must** have knowledge and experience with California Environmental Quality Act (CEQA), National Environmental Protection Plan (NEPA), Section 106 (National Historical Preservation Act), California SB (Senate Bill) 18, and California SB (Senate Bill) 52, Surface Mining and Reclamation Act (SMARA), and other state and federal laws related to cultural resources protection.
- **Must** have experience reading maps, including 3.5-minute topographic maps and Google Earth / ArcGIS.
- Experience providing standard writing samples in related field.
- Experience and working knowledge of planning related software and GIS applications.
- Advance knowledge of Microsoft Office programs (Word, Excel, PowerPoint, Project Management)
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment and random testing.
- Must successfully pass a pre-employment background investigation

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV
Fax: 951-587-2209

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