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**Department of Natural Resources**  
39051 Highway 96  
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# Karuk Tribe



**Administrative Office**  
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Orleans, CA 95556  
Phone: (530) 627-3452  
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## Vacancy Announcement

(Internal Posting)

**Title:** Tribal Cultural Monitor  
**Reports To:** THPO or designee  
**Location:** Various locations within Karuk Aboriginal Territory and Tribal lands as needed  
**Classification:** On-Call  
**Wage:** \$21.14-\$25.84 per hour

**Summary:** This is an on-call position. The Tribal Cultural Monitor (herein referred to as “cultural monitor”) will serve as a cultural ambassador, to minimize the potential for inadvertent impacts to tribal archaeological sites, cultural resources, and values. Cultural Monitors will be watching over all ground disturbing activity including, but not limited to: mass grading, weed abatement, trenching, and any excavation on previously disturbed and undisturbed ground. Cultural Monitors must have the ability to recognize cultural artifacts, human remains, village sites, midden deposits, and other relevant cultural resources, and will have the training to know who to contact when a significant discovery is made.

### **Application Deadline: April 5, 2024 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe’s **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## POSITION DESCRIPTION

<b>Title:</b>	Tribal Cultural Monitor
<b>Reports To:</b>	THPO or designee
<b>Location:</b>	Various locations within Karuk Aboriginal Territory and Tribal lands as needed
<b>Classification:</b>	On-Call
<b>Wage:</b>	\$21.14-\$25.84/ hr

**Summary:** This is an on-call position. The Tribal Cultural Monitor (herein referred to as “cultural monitor”) will serve as a cultural ambassador, to minimize the potential for inadvertent impacts to tribal archaeological sites, cultural resources, and values. Cultural Monitors will be watching over all ground disturbing activity including, but not limited to: mass grading, weed abatement, trenching, and any excavation on previously disturbed and undisturbed ground. Cultural Monitors must have the ability to recognize cultural artifacts, human remains, village sites, midden deposits, and other relevant cultural resources, and will have the training to know who to contact when a significant discovery is made.

### **Responsibilities:**

1. Is available with little or no notice to report to project sites.
2. Monitors hand and mechanical treatments that involve ground disturbing activities.
3. Works with agency staff and contractors to assess the likelihood of sites within the project area, and report potentially sensitive areas to the Tribal Historic Preservation Officer (THPO) office.
4. Serves as on-site adviser with Tribal knowledge about culturally sensitive sites within the project area. Cultural Resources consultation remains the responsibility of the THPO and Karuk Resources Advisory Board.
5. Recognizes and, where appropriate, exercises the right to stop project activities if culturally sensitive resources are found. This shall be done in consultation with the Project Point of Contact, and will require THPO notification.
6. If suspected human remains are found, the County Coroner must be notified. If graves or associated grave goods of Native American origin are identified, the THPO office must be notified.
7. Documents findings on the THPO office-provided Cultural Resources Monitoring Record (attached to Daily and Bi-weekly forms), and may contribute to larger studies based on daily work forms and logs, as appropriate.
8. Submits a Bi-Weekly or Daily Activity Log containing all information as instructed and covered in training sessions..
9. Submits weekly progress reports for larger projects or as required.
10. Takes photographs, Global Positioning System (GPS) points, video, as appropriate, and ensure that this data is tracked to Daily Activity Logs.
11. Ensures equipment for this purpose, such as GPS unit or iPad is issued, maintained and returned

at the end of assignment.

12. Wears the assigned/necessary Personal Protective Equipment (PPE) as required; such as a hard hat and a reflective vest.
13. Is polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Demonstrates the ability to understand and follow oral and written instructions.
4. Demonstrates the ability to establish and maintain harmonious working relationships with other employees, stakeholders across multiple organizations, and the public.

**Requirements:**

1. Education and/or Experience:
  - a.. High school diploma or equivalent with two (2) years' work experience;or
  - b. an equivalent combination of education and related experience.
2. Must have attended and completed the Karuk Tribe Cultural Monitor training sessions and provide certificate
3. Must have the ability to recognize cultural artifacts, human remains, grave goods, evidence of village sites, etc.
4. Must be punctual when assigned, have a good work ethic, and work well without immediate supervision.
5. Must be responsible for using safe work practices (including use of PPE), for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
6. Must be willing to work long hours in outdoor weather conditions year-round, including extremely low and high temperatures, direct sun, rain, and wind.
7. Must be able to stand, walk and manipulate (i.e., lift, carry, and move) light to medium weights of 10-25 pounds.
8. Must have reliable transportation in order to report to the work location every day assigned.
9. Must pass an enhanced background check, if assigned to Karuk Tribal Housing Authority (KTHA) projects.
10. Must demonstrate the ability to understand and follow oral and written instructions.
11. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
12. Must adhere to the policies and procedures of the Karuk Tribe.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to

qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

**Review Committee Approved:** March 28, 2024

**Employee's Signature:** \_\_\_\_\_