



## Rincon Band of Luiseño Indians

### Contact Us:

One Government Center  
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

[www.rincon-nsn.gov](http://www.rincon-nsn.gov)



# JOB ANNOUNCEMENT

**Title:** Archaeologist

**Requisition Num.:** 021-2026

**Open Date:** 06/03/2026

**Closing Date:** Until Filled

**Department:** Cultural Services

**Classification:** Full-Time/Exempt

**Salary:** Commensurate with Experience

**Location:** Valley Center, CA

**Opportunity:** The Archaeologist supports the Cultural Resources Department by conducting professional archaeological work in a manner that is respectful, culturally appropriate, and consistent with tribal values. The Archaeologist serves as the department's professional archaeological subject matter expert and provides technical support to the Cultural Resources Manager/Tribal Historic Preservation Officer (THPO) in implementing the Tribal Historic Preservation Program. Under the supervision and direction of the CRD Manager/Tribal Historic Preservation Officer (THPO); this position is responsible for archaeological fieldwork, monitoring, research, reporting, and regulatory compliance related to tribal cultural resources. The Archaeologist works closely with the Cultural Resources Manager/THPO to ensure compliance with federal, state, and local regulations while maintaining strong relationships with project teams, tribal monitors, and external partners. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

### JOB RESPONSIBILITIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Ensures the Protection and preservation of Culture Resources during Pre-construction and/or predevelopment activities, including plans for ground disturbance activities during emergencies within the reservation.
- Provides technical oversight, professional guidance, resource interpretation, compliance recommendations regarding archaeological monitoring activities conducted through the Tribal Monitoring Program.
- Assists with the identification of cultural resources and cultural natural resources and assists in the development of protective measures on the reservation and through consultation activities.
- Assists with technical support to the THPO with the following:
  - a. Review of Section 106 documentation
  - b. Cultural resource inventories
  - c. Traditional cultural property evaluations
  - d. Tribal consultation support
  - e. NHPA compliance analysis
  - f. Historic property effect determinations

**JOB RESPONSIBILITIES CONT'D**

**To Apply:**

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to [jobs@rincon-nsn.gov](mailto:jobs@rincon-nsn.gov).

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

**Applications which are not completely filled out will not be considered.**

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**Preference:**

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

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- Assists the CRD Manager/THPO in negotiating and collaborating with Tribes and agencies on cultural and natural resource preservation efforts.
- Assist the CRD Manager/THPO in consultation activities with federal, state, local, and tribal governments regarding cultural resources, historic properties, traditional cultural places, and tribal interests.
- Assist with performing assignments, exercising judgment in evaluation, techniques and procedures for the Cultural Resources Department.
- Research and write reports, assessing the archaeological impacts of proposed land use or development projects on reservation.
- Assists with reviewing archaeological assessment reports, ethnographies, and other research documents prepared by consulting archaeologists; provides report review services for other jurisdictions as per agreements.
- Assists with the review of land management agencies projects for compliance with the National Historic Preservation Act, and its implementing regulations, as well as other cultural resource laws and regulations such as ARPA, NAGPRA, American Indian Religious Freedom Act, CEQA, and other Historic Preservation laws.
- Assists with the review of various agreement documents such as memorandum of agreements, programmatic agreements, historic properties treatment plans, historic property management plans, and NAGPRA plans of action.
- Assists with planning, coordinating, and performing a variety of technical tasks related to implementation of the Tribal Historic Preservation Program and interpretation of cultural resource laws and regulations.
- Develops NRHP nomination proposals and professional correspondence; preparing damage assessment reports for ARPA violations and other disturbances to cultural resources; conducting archaeological, ethnographic, historical data and literature searches, reviews and personal interviews to compile information, and present the information in written and spoken format.
- This position works closely with the Rincon Environmental Department in drafting environmental assessments and categorical exclusions for projects, allotments, renewals and conveyance, make recommendations as necessary for strong NEPA documents.
- Coordinates and facilitates in coordination with the CRD Manager/THPO trainings for Tribal cultural Resource Monitors in field survey, site identification, site testing, and preparation of field reports.
- Assists with technical planning, implementation, and documentation of traditional plants and animals inventory projects.
- Assists with assessment of archaeological sensitivity using available maps, field inspections, and other pertinent information; reviews survey reports to determine their adequacy, and appropriateness of proposed measures to mitigate potential damage to archaeological resources.
- Completes or oversees field inspections of proposed project areas to determine the likelihood or the presence of cultural resources, and the potential archaeological sensitivity of the area.
- Performs and/or leads fieldwork surveys, excavation, monitoring, laboratory analysis and interpretation.
- Must comply with all applicable internal controls, standard operating procedures and Tribal Regulations.
- Demonstrates a commitment to data confidentiality agreements and professional ethics standards.

### Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

**Resumes will not be accepted in lieu of completed application forms but may be attached.**

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### OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Ability to multi-task while maintaining vigilant attention to detail.
- Attends required meetings and trainings.
- Perform other related duties as required.

### SUPERVISION ADMINISTERED

This position *does not* typically supervise employees but may provide technical guidance, field direction, mentoring, and training to Cultural Resource Monitors and project personnel.

### QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Rincon Tribal Government effectively and professionally in a public venue.

### Education/Experience and/or Training:

- Master's Degree or higher in Anthropology or related field.
- Knowledge of Southern California Tribal History, Luiseño culture, tribal sovereignty, and tribal consultation practices is highly desirable.
- Experience utilizing GIS, GPS, archaeological databases, and digital field data collection platforms preferred.
- Minimum three (3) years of progressively responsible archaeological experience in cultural resource management, tribal cultural resources, environmental compliance, or related field.

### Licenses or Certifications:

**The following license and certification are required to be maintained throughout employment and are not subject to waiver:**

- Must meet Secretary of Interior Professional Qualification Standards for Archaeology.
- Registered Professional Archaeologist (RPA) certification is preferred.
- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

### Work-Related Knowledge:

- Experience working with Cultural Resource Management (CRM) firms, Tribal Historic Preservation Offices, Environmental compliance programs and regulatory consultation processes is highly desirable.
- Knowledge of archaeological survey methods, excavation techniques, laboratory procedures, artifact analysis, and
- cultural resource documentation standards.
- Evaluates archaeological resources and significance.
- Make professional recommendations regarding treatment measures.
- Interprets federal, state, and tribal preservation laws.
- Develops technical reports and compliance recommendations.

**Work-Related Knowledge:**

- Applies professional archaeological principles and methodologies.
- Conducts independent analyses requiring advanced education.
- Ability to read and interpret topographical maps, aerial imagery, and GIS mapping data.
- Knowledge of techniques used to collect on-site data.
- Knowledge of applicable Tribal customs, traditions, policies and government regulation; applicable laws, codes, regulations, policies and procedures.
- Demonstrated knowledge of Luiseño and California prehistory and history and material culture.
- Demonstrated experience in writing technical reports and ability to write at a professional level.
- Demonstrated understanding of Section 106 of the National Historic Preservation Act (NHPA) and California Environmental Quality Act (CEQA).
- Must be able to perform occasionally physically demanding tasks in adverse environmental conditions (e.g., rugged terrain, remote locations, hot and cold temperatures).
- Good organization skills, a positive attitude, strong work ethic, and willingness to learn and execute new tasks.
- Demonstrated knowledge of and experience with project compliance-related activities including consultation.
- Willingness to work under varied weather conditions
- Read and comprehend instructions/work orders
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.

**Benefits**

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance 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
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

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**Rincon Tribal Government – Core Values**

*Trust*

*Integrity*

*Open and Honest Communication*

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