



Rincon Band of Luiseno 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



JOB ANNOUNCEMENT

Title: Archaeologist

Requisition Num.: 2026-021

Open Date: 09/29/2026

Closing Date: Until Filled

Department: Cultural Resources

Classification: Full-Time/Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: The Archaeologist serves as the Cultural Resources Department's professional archaeological subject matter expert, with primary responsibility for the technical and programmatic oversight of the Tribe's Cultural Site Monitoring Program. Under the supervision and direction of the Cultural Resources Manager/Tribal Historic Preservation Officer (THPO), the Archaeologist serves as the Cultural Resources Department's professional archaeological subject matter expert, with primary responsibility for the technical and programmatic oversight of the Tribe's Cultural Site Monitoring Program. The Archaeologist coordinates monitoring activities, provides technical guidance and field direction to Cultural Resource Monitors, serves as the primary technical point of contact for monitoring-related field matters, reviews monitoring documentation, and assists in ensuring monitoring activities are conducted consistently with Tribal requirements, project requirements, and applicable cultural resource protection standards.

In addition to oversight of the Cultural Site Monitoring Program, the Archaeologist performs professional archaeological fieldwork, cultural assessments, research, reporting, consultation support, regulatory compliance review, site preservation activities, and other archaeological and Cultural Resources Department assignments as needed.

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 cultural resources during pre-construction and/or pre-development activities, including planning for ground-disturbing activities and emergency situations within the Reservation.

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.

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.

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.

JOB RESPONSIBILITIES CONT'D

- Provides day-to-day technical and programmatic oversight of the Tribe's Cultural Site Monitoring Program, including coordinating monitoring activities and coverage; providing technical guidance and field direction to Cultural Resource Monitors; serving as the primary technical point of contact for field questions; reviewing monitoring documentation for technical completeness and consistency; evaluating field conditions and archaeological findings; and elevating significant cultural resource issues to the Cultural Resources Manager/THPO as appropriate.
- 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
- Assists the CRD Manager/THPO in negotiating and collaborating with Tribes and agencies on cultural and natural resource preservation efforts.
- Assists 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.
- Performs professional archaeological assignments requiring the exercise of independent judgment in the evaluation and application of archaeological principles, techniques, and procedures.
- 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.

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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JOB RESPONSIBILITIES CONT'D

- Coordinates and facilitates, in collaboration with the CRD Manager/THPO, training for Cultural Resources Monitors in field survey methods, site identification, site testing, monitoring protocols, documentation requirements, 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.

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

Provides limited programmatic and technical oversight of Cultural Resource Monitors, including coordinating and organizing monitoring assignments, providing field direction, technical guidance, mentoring, training, and review of monitoring documentation. The Archaeologist does not exercise full personnel supervisory authority. Recruitment, performance evaluations, disciplinary actions, and other formal personnel matters remain under the authority of the Cultural Resources Manager/THPO.

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:

- Bachelor's degree in Archaeology, Anthropology, or a closely related field from an accredited college or university required.
- Master's degree in Archaeology, Anthropology, or a closely related field preferred.

Education/Experience and/or Training Cont'd:

- Minimum five (5) years of progressively responsible professional archaeological experience in cultural resource management, Tribal cultural resources, environmental compliance, or a closely related field.
- Demonstrated experience coordinating, overseeing, or providing technical direction for archaeological, Tribal, or cultural resource monitoring activities is highly desirable.
- 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 is preferred.
- Experience working with Tribal governments, Tribal Historic Preservation Offices (THPOs), or Tribal communities is highly desirable.

Licenses or Certifications:

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

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

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.
- 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.

Work-Related Knowledge Cont'd:

- 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.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
