



**A. Position Data**

Incumbent: Vacant/Recruitment EmplID: \_\_\_\_\_ Date: \_\_\_\_\_  
 Working Title: Cultural Artifacts Data Systems Specialist Work Direction Given By: Cultural Artifacts Specialist  
 (Lead)  
 Department: Tribal Relations Reports To Title: Cultural Artifacts Specialist  
 (Appropriate Administrator)  
 Division: President's Office College (if applicable): \_\_\_\_\_  
 Reason:  
 Vacant Position  Classification Review / In Range Progression  Revision  Performance Evaluation  New Hire  
 Is this a new position? Yes

Classification Title: Administrative Analyst Specialist EI Job Code: 1038  
 Position Number: 00007224 Level/Range/Grade: 2  
 FLSA Code:  Exempt  Non-Exempt Time Base:  Check box if Intermittent   
 Pay Plan:  10/12 month  11/12 month  12/12 month CBU/MOU: R09-Technical CSUEU

**B. POSITION PURPOSE**

Under the general direction of the Cultural Artifacts Specialist, the Cultural Artifacts Data Systems (CADS) Specialist will oversee specialized data management systems within the Office of Tribal Relations. Oversee the implementation, configuration, and maintenance of Murkutu for digital asset management and CollectionSpace for collections management. Responsible for ensuring data integrity, sovereignty, optimizing system performance, and supporting Tribal users to leverage these platforms effectively for the purpose of compliance with state and federal laws, and Tribal requests. Ability to oversee accession records in digital forms.

The CADS Specialist provides day-to-day oversight of all specialized data management systems within the Office of Tribal Relations related tasks, as well as long-term planning and strategy for system improvement. The CADS Specialist will maintain, develop, troubleshoot and test the system, in close collaboration with vendor and OTR staff; develop process guides and documentation; customize work flow, forms, fields, modules, views, and reports; lead CollectionSpace and Mukurtu user training program, including training Tribal users.

**SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:**

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive.

This position as set forth in CSU Executive Order 1083, revised July 21, 2017 is not designated as a required/mandated reporter under the California Child Abuse and Neglect Reporting Act.

**C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

“NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this positions. Other functions consistent with your *Classification Standards* may be assigned as deemed necessary.”

Does this position include Work Lead Responsibilities? No

<u>List Functional Category with Responsibilities:</u>	% of Time	Priority Weight
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**DIGITAL STEWARDSHIP AND PROTECTION OF TRIBAL DATA AND INFORMATION:**

- \* Oversee specialized data management systems within the Office of Tribal Relations, including the oversight, implementation, configuration, and maintenance of Mukurtu for digital asset management and CollectionSpace for collections management.
- \* Ensure the integrity and sovereignty of Tribal data within these platforms, maintaining high standards for data security, confidentiality, and accuracy.
- \* Optimize system performance and troubleshoot any issues related to the functionality of Mukurtu and CollectionSpace, ensuring systems run efficiently and meet Tribal needs.
- \* Support Tribal users by providing training, guidance, and technical assistance to effectively leverage these platforms, ensuring compliance with state and federal laws, as well as fulfilling specific Tribal requests.
- \* Oversee accession records in digital formats, ensuring proper documentation, tracking, and preservation of cultural heritage and other important data.
- \* Stay informed of best practices for digital collection management, ensuring systems are aligned with Tribal priorities and cultural preservation efforts.
- \* Prepare and clean data for import into CollectionSpace.
- \* Track tasks and repatriation progress within data systems.
- \* Create best practices and protocols for use and implementation of CollectionSpace.

25%	
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**ORGANIZED DATA MANAGEMENT AND SECURED DOCUMENTATION:**

- \* Monitor progress of repatriation and Tribal requests through data systems by regularly tracking and documenting the status of repatriation efforts and Tribal requests using identified data systems.
- \* Ensure that all activities, updates, and milestones are accurately recorded in Mukurtu and CollectionSpace, maintaining a clear and up-to-date log of all actions taken.
- \* Update program databases in preparation for Tribal consultation: Proactively maintain and update program databases to ensure all information is current and accurate in anticipation of Tribal consultations.
- \*\* Ensuring that key data points—such as records of previous consultations, ongoing Tribal requests, and relevant cultural materials—are organized, easily accessible, and ready for discussion.
- \*\* Collaborate with colleagues to verify data integrity and ensure that all critical information has been accounted for prior to consultations.
- \* Provide support in preparing for Tribal consultation and assist in the preparation for Tribal consultations by gathering, organizing, and curating relevant resources, documentation, and historical data.
- \*\* Compile cultural and repatriation-related materials, organizing legal and regulatory documents, and creating presentations or reports that address specific Tribal concerns.
- \* Oversee the secure storage, cataloging, and preservation of all documentation related to repatriation, ensuring that these sensitive records are maintained with the highest level of confidentiality and integrity.
- \* Create protocols to ensure that access to these records is appropriately controlled and that digital and physical documentation is consistently cataloged and updated.
- \* Regularly review security measures to protect Tribal sovereignty over repatriation-related information, ensuring compliance with Tribal, state, and federal regulations regarding the handling and confidentiality of cultural heritage materials.

25%	
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**RESEARCH AND REPORTING:**

- \* Perform thorough archival research to accurately identify cultural items, drawing from a wide range of sources including historical records, ethnographies, government documents, and museum archives.
- \*\* Compile detailed contextual information on items of cultural significance, including their origins, traditional uses, and significance to specific Tribal communities.
- \* Support the Office of Tribal Relations by preparing detailed reports and updates that align with program goals and ensure transparency and compliance with relevant regulations.
- \*\* Gather data from various sources, including Mukurtu, CollectionSpace, and Tribal consultations, and compiling it into clear, concise reports.
- \* Ensure reports reflect current status, accomplishments, challenges, and upcoming goals while also highlighting compliance with federal, state, and Tribal consultation. Provide insights and recommendations to Tribal Relations leadership to facilitate informed decision-making and alignment

15%	
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	% of Time	Priority Weight
<p><u>List Functional Category with Responsibilities:</u></p> <p>with compliance and Tribal consultation.</p> <p>* Work with ethnographic studies and historical documents to develop a comprehensive understanding of the cultural, historical, and social context surrounding the items.</p>		
<p><b>EXTERNAL RELATIONS AND USER SUPPORT:</b></p> <p>* Acts as a liaison for Tribal Relations with the Division of Information Technology and CollectionSpace Vendor</p> <p>* Work closely with the CSU NAGPRA Coordinators group and the CSU NAGPRA Project Manager to ensure effective coordination and management of data related to initial data uploads, data maintenance, and Tribal access.</p> <p>* Facilitate data sharing with Tribal communities while ensuring full compliance with legal parameters such as NAGPRA (Native American Graves Protection and Repatriation Act), state laws, and Tribal sovereignty policies.</p> <p>* Configure and maintain data systems users security profiles, roles, and permissions.</p> <p>* Provide support, technical assistance, and trainings for users including Tribal users.</p> <p>* Report issues for corrections to vendor.</p>	15%	
<p><b>SECURE DATA EXCHANGE:</b></p> <p>* Establish protocols for secure data exchange, ensuring that all shared data is handled in a manner that respects both Tribal cultural values and legal obligations.</p> <p>* Support efforts to streamline processes for Tribal access to relevant information, ensuring that it is timely, accurate, and aligned with legal and cultural requirements.</p>	10%	
<p><b>STUDENT SUPERVISION:</b></p> <p>*Supervise student employees and interns.</p> <p>*Other duties as assigned.</p>	10%	
Total should equal 100% Time and 100 Weight	Total	100%      0

#### D. GENERAL GUIDELINES AND EXPECTATIONS

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Guidelines and Expectations

#### E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

##### 1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

**KNOWLEDGE:**

Incumbent must possess:

Thorough knowledge of:

- \* A professional administrative specialty and/or program and/or policy areas.
- \* Policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty.
- \* Office software packages (e.g. Microsoft Word, Excel, and Outlook), technology and systems.

Demonstrated knowledge of:

- \* NAGPRA and CaINAGPRA inventories and summaries.
- \* Confidentiality and cultural sensitivity while working with Tribal communities.

Working knowledge of:

- \* Standard theories, principles, practices and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations.
- \* Operational and fiscal analysis and techniques.

Basic knowledge of methods and procedures for research and statistical analysis and the ability to apply them.

**SKILLS:**

Incumbent must possess:

- \* Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions, and make appropriate recommendations.
- \* Expertise in investigating and analyzing problems with a broad administrative impact and implications.
- \* Organizational skills to plan, prioritize and coordinate projects and accomplish goals through collaboration.
- \* Interpersonal skills to effectively coordinate work with individuals at all levels within the organization, and act as a representative to outside entities, as needed.
- \* Keyboarding and typing skills.

**ABILITIES:**

Must have the ability to:

- \* Use reasoning and the interpretation and application of theories and principles to develop and recommend alternatives and best courses of action.
- \* Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- \* Effectively interpret, organize and present information and ideas in written or presentation form.
- \* Train others on new skills and procedures, and provide lead work direction.
- \* Learn, interpret, follow, and apply a wide variety standard of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty.
- \* Analyze data and make accurate projections using business mathematics and basic statistical techniques.
- \* Organize and plan work and projects including handling multiple priorities.
- \* Make independent decisions and exercise sound judgment.
- \* Compile, write, and present reports using judgment and discretion in selecting and analyzing information for inclusion, and effectively present the information.
- \* Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- \* Perform assigned duties.

**2. Education and/or Experience**

The knowledge, skills and abilities listed above would normally be obtained through a bachelor's degree and/or equivalent training and two years of full-time administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices or programs.

**F. PHYSICAL REQUIREMENTS**

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. Must be able to travel across campus to other offices and buildings for meetings and events. Also refer to the Physical Requirements & Work Environment form regarding this position.

**G. WORK ENVIRONMENT**

Work is performed in a typical office environment operating standard office equipment. Also refer to the Physical Requirements & Work Environment form regarding this position.

**H. PREFERENCES - This section is for recruitment purposes only**

Please indicate what special skills, education or knowledge are preferred.

**I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only**

Replace this text with additional recruitment information. This box will expand as needed when you tab to next field.

**APPROVAL**

*In Order of Approval*

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President (or Designee): \_\_\_\_\_ Date: \_\_\_\_\_

Classification/Compensation: \_\_\_\_\_ Date: \_\_\_\_\_