

Title: **Cultural Resources Analyst**
Location: ACBCI
Reports to: Director of Historic Preservation and the
Cultural Resources Manager

FLSA: Exempt
Grade:
Job Code:

Submit Date: 7/31/25

Come work for the leading employer in the Coachella Valley! Agua Caliente offers a comprehensive benefit and compensation package that includes rich medical and dental benefits, a 401k plan with employer match, more than 3 weeks of paid time off per year for newly hired employees, and other great benefits like food and beverage discounts at our three casinos, fuel discounts, tuition and wellness reimbursement, plus much more.

WHO ARE WE: The Agua Caliente Band of Cahuilla Indians (ACBCI) is a federally recognized Indian Tribe located in Palm Springs, California, with 32,000 acres of reservation lands that spread across Palm Springs, Cathedral City, Rancho Mirage, and into the Santa Rosa and San Jacinto mountains. The Tribe currently owns and operates two 18-hole championship golf courses, 3 casinos located in Cathedral City, Rancho Mirage, and downtown Palm Springs, two world-class spas, and a fuel station. For more information about the Tribe, visit www.aguacaliente-nsn.gov.

JOB DESCRIPTION SUMMARY

Under the direction of the Director of Historic Preservation and the Cultural Resources Manager, the Cultural Resources Analyst's primary responsibilities include responding to requests for tribal consultation, assisting with collections management, artifact analysis, NAGPRA, archaeological fieldwork, data entry, and other duties as assigned. The Cultural Resources Analyst may be required to perform cultural monitoring activities and assist the Tribal Historic Preservation Office (THPO) with all other needed tasks.

The primary work of the Tribal Historic Preservation Office is to:

- Represent the Tribe and its Members' interests on the Reservation and beyond, including participation in environmental reviews under CEQA and NEPA including Section 106, and ARPA;
- Represent the Tribe in both NAGPRA and CalNAGPRA consultation and repatriation efforts;
- Maintain a Reservation-wide inventory, a Traditional Use Area database, and Agua Caliente Historic Register;
- Operate an in-demand Cultural Monitoring Program serving the Reservation and the Traditional Use Area to protect ACBCI culture and heritage;
- Work with Tribal Council and Members in protecting and maintaining a Tribal Registry for the protection of culturally sensitive sites;
- Work in nominating properties to the National Register;
- Assist in educational and public outreach for cultural preservation awareness.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

- Assist with project reviews;
- Assist in environmental reviews under CEQA, AB 52, and SB 18 consultations;
- Assist with NAGPRA consultations;
- Assist with documentation of artifact collections, including accessioning/deaccessioning, cataloguing, labeling, inventorying, and storing artifacts;
- Assist with managing collection, storage rooms, and archival equipment and tools;
- Archaeological fieldwork as needed, including surveying, testing, and excavation;
- Assist with monitoring construction projects in the field
- Use GPS equipment for field data collection;
- Assist with Tribal Monitoring training relating to artifact identification and analysis;
- Comply with all applicable ACBCI System of Internal Controls, Standard Operating Procedures, and all Tribal Regulations;
- Assist with research as needed;
- Must work as a team player and assist the department in all other duties as needed.

SUPERVISORY RESPONSIBILITIES

None

ACCESS TO SENSITIVE AREAS AND INFORMATION

Cultural Resource Inventories, site records, maps, and artifacts
Visits to cultural sites

KEYS

Tribal Historical Offices
Department Files

SIGNATORY ABILITY

HR Related Forms

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Must be computer literate in Microsoft Office Suite or equivalent software.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in anthropology, archaeology, historic preservation or a related field, preferred;
- 1-2 years of field experience is preferred;

- Understanding of archaeological field, laboratory, reporting, research methods and curatorial practices;
- Familiarity with Federal laws, state laws and regulations that govern historic preservation and environmental requirements;
- Excellent writing and verbal skills;
- Excellent time management skills and work ethic;
- Ability to interact and communicate effectively;
- Familiarity with ArcGIS is helpful;
- Ability to conduct fieldwork in extreme weather.

WORKING CONDITIONS/PHYSICAL DEMANDS

To perform this job successfully, the individual must work in both the office and field environments. The position requires physical activity. Activities may include hikes of various durations, with packs/equipment for projects that are inaccessible by vehicle. Individuals will be required to walk/hike 8+ miles, climb stairs and walk on uneven surfaces. Additionally, the individual must be able to work long hours in outdoor weather conditions year-round, ranging from 32 degrees F. to 125 degrees F. and in direct sun, must be able to lift at least 50 lb. to waist level and be able to walk carrying the weight.

Must be able to travel in and out of the Palm Springs, California area.