San Pasqual Band of Mission Indians
Job Vacancy

Position Title: Certified Cultural Monitor	**Posting Date: August 11, 2026**
Position Reports to: Director of Environmental and Water	**Employment: Non- Exempt**
Department: Environmental	**Internal Closing Date: August 18, 2026**

Position Summary

The Monitor will be assigned to development/construction projects to participate and obtain firsthand knowledge of archaeological excavations and construction in areas that are known to have cultural sensitivity or have the potential for cultural deposit. It is anticipated that the Monitor will receive various assignments and that in some sensitive areas may encounter buried artifacts, features, and possibly human remains.

Principal Duties and Responsibilities

- Monitor all ground distributing activity including mass grading, grubbing, weed abatement, trenching and any excavation on previously disturbed and undisturbed ground.
- Ability to recognize cultural artifacts, human remains, village sites, midden deposits; must have the ability to read maps**.**
- Request excavation work to stop so that new discoveries can be evaluated.
- Help to ensure Native American human remains and any associated grave items are treated with culturally appropriate dignity.
- Attend/participate in job-related conferences & trainings resulting in some travelling & overnight stays.
- Perform a wide variety of secretarial and clerical services, assisting with administrative duties and details.
- Prepare correspondence, memoranda, agendas, reports, and other materials, including information of a confidential nature, from rough draft.
- Set up and maintain confidential and legal files and records; edit reports, check records, and other data for accuracy, completeness, and conformity with established standards.
- Other duties as assigned.

Qualifications & Skills

REQUIRED EDUCATION / CERTIFICATIONS:

- Minimum High School Diploma or G.E.D.
- Must have current certification in a Cultural Resource Monitor Educational Program.
- Valid California Driver's License.

EXPERIENCE / QUALIFICATIONS / SKILLS

- Basic knowledge of current local research methods and field application of archaeological principles; basic knowledge of federal, state, local and tribal legislation pertaining to cultural resources.

- Must successfully pass a pre-employment drug screening and participate in random drug testing thereafter, in accordance with applicable policies and requirements.

Individuals interested in being considered for this position should email their resume to hr@sanpasqualtribe.org, apply online at https://www.paycomonline.net/v4/ats/web.php/portal/B8DA13884CDB5C1B3AA4580D7D4DD0B1/jobs/280851?jpt=fe23e4658f74b1d00f8051bdd9ce7eb0, or submit their application in person or by mail to 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the San Pasqual Band of Mission Indians' Policies and Procedures, preference in hiring, transfers, and promotions shall be given to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Tribal Members. 2. Spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal Descendants. 4. Other Native Americans 5. Non-Native Americans