



State of California  
California Energy Commission  
**DUTY STATEMENT**  
CEC-004 (Revised 4/2024)

**Classification(s):** Associate Governmental Program Analyst

**Working Title:** Tribal Engagement Specialist

**Position Number:** 535-130-5393-803

**Division/Branch or Office:** Office of the Public Advisor, Energy Equity, and Tribal Affairs

**Collective Bargaining Identifier (CBID):** R01

**Work Week Group (WWG):** 2

**Date Approved:** April 8, 2024

**Conflict of Interest (COI):**  Yes  No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

### Job Description

The California Energy Commission (CEC) Office of the Public Advisor, Energy Equity, and Tribal Affairs (PAO+) advises and supports CEC staff and leadership, stakeholders, California Native American Tribes, and interested members of the public in meaningful engagement and participation in CEC programs, policies, and energy equity.

Under the direction of the Deputy Public Advisor and the guidance of the Staff Services Manager I (Specialist), the Associate Governmental Program Analyst will perform complex and varied analytical work to improve tribal engagement, awareness, and participation in the programs and activities of the CEC. The incumbent will work with CEC staff to support coordination and organization of tribal engagement, which may include monitoring, directing, and/or responding to inquiries and input from tribes, planning and facilitating related activities or events, maintaining and organizing records, and researching and evaluating activities and programs for improving tribal participation.

### Essential Duties

30% **Tribal Program Focus:** Develop tribal program management tools, processes, and resources for the Commission's tribal program that includes coordination with Commission Assistant Tribal Liaisons, and interagency initiatives. Develop strategic tribal engagement plans in coordination with the Tribal Liaison, staff, and leadership. Support ongoing communication and relationship building with tribes. Prepare and review reports, communications, presentations and other documents related to tribal affairs.

- 25% **Tribal Engagement Events:** Plan and coordinate tribal engagement meetings, listening sessions, conferences, and other events to ensure participation by tribes, Commission leadership, and staff as required. Support staff with tribal engagement events and outreach. Attend tribal engagement events to learn and build relationships with tribes, which includes travel coordination, and follow-up. Track participation and involvement of tribes and others. Compile and analyze information from engagement events and provide recommendations based on tribal input.
- 15% **Information Monitoring:** Review docketed materials and information provided by tribes and other agencies, and identify issues that may have impact on, or be of interest to, tribes for Tribal Liaison action. Develop and maintain records of tribal engagement, tribal contacts database, and correspondence logs.
- 15% **Administrative Focus:** Assist with administrative processes including, travel assistance, organizing materials, scheduling meetings, and taking notes at various meetings.
- 10% **Policy Focus:** Conduct complex research and analyses to further develop tribal consultation policy implementation guidelines, remaining up to date on best practices and strategies for ensuring meaningful engagement. Independently research and evaluate the Commission's tribal outreach, engagement, and consultation activities, and prepare status reports.

### **Marginal Duties**

- 5% Perform other duties as required, consistent with the specifications of the classification.

### **Working Conditions**

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

### **Diversity and Inclusion Statement**

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

**Employee's Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee's Name (Print):** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**Supervisor's Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor's Name (Print):** Mona Badie (Interim)\_\_\_\_\_

**Supervisor's Signature:**\_\_\_\_\_ **Date:** \_\_\_\_\_