**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**OFFICE OF THE ATTORNEY GENERAL**

**OFFICE OF NATIVE AMERICAN AFFAIRS**

**INCUMBENT:**

**JOB TITLE:** Director, Office of Native American Affairs (CEA A)

**STATEMENT OF DUTIES:** Under the general direction of the Attorney General and the Chief Deputy to the Attorney General, the incumbent is responsible for the strategic planning, organizing, and policy development for the Office of Native American Affairs (ONAA).  This includes the development of a comprehensive strategy to reach tribal communities at a local, regional and statewide level; providing leadership, direction and policy recommendations for the Attorney General and Executive management; and to improve the government-to-government relationships with tribal governments. The incumbent facilitates and promotes a framework for statewide tribal and state partnerships that will encourage the coordination and collaboration between tribal, state, federal and local justice agencies.  The incumbent works closely with state and federal agencies to advocate for the provision of funding in tribal communities to develop justice systems and provide recommendations and alternative actions in response to federal and state legislation and regulations.  The incumbent researches educational efforts for tribal, state and local governments on topics related to justice in California’s Indian Country.

**SUPERVISION RECEIVED:** Reports to the Chief Deputy to the Attorney General.

**SUPERVISION EXERCISED:** None

**TYPICAL WORKING CONDITIONS:** Enclosed office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

60% Serves as the single focal point and liaison with the Attorney General and Executive staff on pertinent issues relating to tribal and state government. Responds to highly sensitive issues relating to tribal justice issues and activities and develops and identifies strategies and recommendations. Develops policy, outreach plans, and strategizes implementation focusing on collaboration and meeting the needs of tribal governments and constituents involved. Works with tribal liaisons or representatives to identify partnerships that can assist in outreach activities. Appears before tribal councils to address Department of Justice (DOJ) policies, positions and proceedings. Facilitates and attends collaborative meetings with representatives from local law enforcement agencies and associations and tribal governments. Presents training for tribal governments and justice agencies regarding the cultural competencies associated with working in California’s Indian Country. Assists the Tobacco Litigation and Enforcement Section with the retailing and regulation of tobacco products in California’s Indian County; collaborates with the Civil Rights Enforcement Section to provide Native American hate crimes prevention material to the California justice and tribal communities; assists the Bureau of Children’s Justice with Indian Child Welfare Act compliance issues, and liaisons with the Indian and Gaming Law Section on tribal law related matters.

20% Assists in conducting research and writing high-level analyses and policy briefs. Represents the Attorney General, as assigned, in meetings with tribal officials and representatives, and at speaking appearances. As determined by the Attorney General or Chief Deputy, organizes public or private collaboration projects. Explores funding opportunities for the presentation of a Tribal and State Justice Summit. Prepares and submits grant funding requests for the development of formal collaboration groups between tribal governments and local law enforcement agencies. Provides technical on-site assistance to tribal law enforcement that are federal deputized and considered CLETS participants.

20% Frames and develops the design of the ONAA statewide Attorney General and Inter-Tribal meeting schedule. Prepares special correspondence and performs other programmatic, analytical and administrative duties as required. Works in conjunction with the Communication Office to develop public awareness brochures, booklets, videos and other tribal-related products. Maintains the ONAA website. Develops a database network of organization leaders, associations and points of contact for the ONAA and the Attorney General.

 **MARGINAL FUNCTIONS:**

 0% No functions are deemed marginal.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

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Employee’s Signature Date Supervisor’s Signature Date

Rev. 10/2019