



DUTY STATEMENT

POSITION INFORMATION

Classification Title	Associate Governmental Program Analyst
Position Number	415-001-5393-xxx
CB Identifier	R01
Working Title	Tribal Engagement & Grants Analyst
Division / Unit	Policy & Outreach/Partnerships & Community Support
Incumbent Name	
Working Location	Mariposa
Supervisor/Manager	Alex Vance, Partnerships & Community Support Manager
Tenure	Permanent Full-Time
Effective Date	
Conflict of Interest Filing (Form 700) required for this position.	Yes

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.

GENERAL DESCRIPTION

Under direction of the Partnerships & Community Support Manager in the Sierra Nevada Conservancy (SNC), the Associate Governmental Program Analyst (AGPA) serves as the Department's Tribal Engagement and Grants Analyst for the Partnerships & Community Support Team, performing more responsible and complex assignments including outreach to and engagement with California Native American tribes in and from the Sierra Nevada Region, and project development and management for grant and reimbursable funding. The position requires frequent travel throughout the 25-million-acre Sierra Nevada Region. Approximately 40 percent of time may be spent engaging in the field. While this position reports to the Mariposa office location, it is eligible for up to 100% telework. The AGPA will be required to report to the office for periodic mandatory meetings.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

40% (E) – Tribal Outreach & Engagement

Conduct outreach to and engagement with California Native American tribes, including but not limited to tribal governments, organizations, communities, and members. Outreach may be conducted through in-person meetings, phone calls, interviews, presentations, attendance of tribal council meetings, or field visits throughout the Sierra Nevada Region to build trust and cultivate participation, inclusion, and leadership in the work (policies, programs, initiatives) of the Sierra Nevada Conservancy.



- Coordinate communications between the SNC and California Native American tribes, and facilitate and implement effective government-to-government Consultations between California Native American tribes and the SNC and its staff. This could include listening sessions, informal consultation with staff, and AB52 and EO B-10-11 Consultations with tribal governments concerning SNC policies, programs, grant guidelines, and specific grants projects.
- Support the development and deployment of SNC grant project notifications to California Native American Tribes by maintaining and updating SNC’s tribal contact list and identifying California Native American tribes who should receive notifications for each grant under consideration for SNC funding.
- Provide guidance to:
 - California Native American tribes regarding questions about notifications sent to them regarding projects on their ancestral lands under consideration for grant funding by the SNC, or SNC grant program funding opportunities they may want to explore for their own projects.
 - Grant program applicants with questions regarding best practices for engagement of California Native American tribes in the development of potential grant projects, or notifications about their proposed projects sent to California Native American tribes regarding projects on their ancestral lands.
 - SNC staff regarding specific questions and concerns regarding tribal engagement, or notifications sent to California Native American tribes regarding projects on their ancestral lands under consideration for grant funding by the SNC.
- Collaborate with SNC Area Representatives to conduct focused outreach to California Native American tribes regarding SNC funding opportunities, including specific capacity building and planning support (such as the Regional Forest and Fire Capacity Program) as a foundation for new relationships.
- Make presentations and prepare written reports to advise SNC staff and management regarding the needs and priorities of California Native American tribes and provide recommendations on how to meaningfully support and engage them in SNC grant programs, guidelines development, or other program and policy development.
- Maintain positive working relationships with California Native American tribes in and from the Sierra Nevada Region.
- Support the designated SNC Tribal Liaison in meeting the responsibilities and requirements of that role.

40% (E) – Project Development and Management for Grant and Reimbursable Funding

Develop and manage projects and their associated grant and reimbursable funding agreements for PCS Team-led capacity building programs such as the Regional Forest and Fire Capacity Program (DOC). These activities will primarily be focused on California Native American tribes but may also include other partners as well.

- Assess needs and opportunities in the Region and identify projects and programs compatible with Partnership and Community Support Team-led grant programs or technical assistance services.



- Help solicit, develop, evaluate and modify project proposals and plans submitted by tribes and local, state, federal, tribal, and nonprofit organizations, or originated by the SNC itself.
- Prepare grant and other agreements with grant recipients and other stakeholders, developing special terms and conditions.
- Analyze project and planning applications for technical accuracy, adequacy of project justification, and compliance with program criteria. Work with other SNC staff to ensure grantee has the appropriate California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documentation and provides recommendations for project approval.
- Evaluate amendment requests and make recommendations for project amendments.
- Work with grant recipients throughout the duration of the project to meet deliverables set in the grant.
- Recommend payments for projects after evaluating project status and billing support documentation.
- Ensure all program criteria necessary to receive progress payments have been completed prior to authorizing reimbursements for payments.
- Prepare correspondence to grantees during all phases of the project, including requests for project updates, and participates in close-out inspections of projects to determine if they were completed and are being used in compliance with the agreement.
- Maintain accurate records and file documentation in accordance with bond accountability guidelines and ensures grant file financials are in audit compliance, and create and update project status in SNC's grants database.
- Address cross-organizational needs related to grant and reimbursement projects, including data consolidation and analysis, communications, and program reporting.
- Support active grant and reimbursable funding agreements by:
 - Processing agreements, amendments, invoices, and closeouts, and routing them through the organization to secure required signature approvals and preparing invoices for submission to accounting.
 - Acting as the point of contact for grantees on issues related to expenditures, grant budgets, and amendments and provides guidance in response to their questions.
 - Alerting project lead and budget office of potential over-expenditures and grant expiration dates.
 - Advising the grants team and project leads regarding payable grant agreement issues including grant budgets, advances, and amendments.

15% (E) – Partnerships & Community Support

Function as an in-house subject-matter expert in multiple resource-related areas under Partnerships & Community Support.

- Inform the development and implementation of Region-wide programs, projects, and communications, particularly in the areas of capacity building and tribal engagement.



- Assess organizational capacity of California Native American tribes and partners and connect them to resources, trainings, grants and other capacity-building resources.
- Inform the work of the Partnerships and Community Support (PCS) Team in on-the-ground realities and opportunities in the SNC Subregions by cross walking the activities of the PCS Team with those of the Area Representatives, including but not limited to:
 - Needs and opportunities to develop more meaningful engagement with California Native American tribes
 - Capacity development needs and opportunities
 - Innovative or demonstration project opportunities
- Make recommendations regarding the design and implementation services for capacity building programs such as the Regional Forest and Fire Capacity Program (Department of Conservation).

5% (M) – Marginal Functions

- Inform and/or develop outreach materials designed specifically to share information and opportunities with California Native American tribes and other partners, or reports and presentations for SNC staff, SNC board, and partner organizations.
- Comply with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans); participate in required trainings.
- Assess and track staff training needs, and research, identify and assist with contracting and working with trainers as required.
- Participate in monthly California Natural Resource Agency and Governor’s Office Tribal Liaison meetings and assist with Tribal Liaison workgroups and other activities.

SUPERVISION RECEIVED

The AGPA is supervised by the Partnerships & Community Support Team Manager (SSM I) but may receive assignments from other members of the Management team.

SUPERVISION EXERCISED

None.

ATTENDANCE

Regular and consistent attendance is critical to the successful performance of this position due to the workload and time-sensitive nature of the work. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs as is determined at SNC’s sole discretion. Must travel to Headquarters and/or SNC field offices as required, as well as to meet with California Native American tribes, including but not limited to tribal governments, organizations, communities and members, and other partner organizations throughout the Sierra Nevada Region as required.



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (from Class Specs)

Knowledge of: principles, practices, and trends of public and business administration, management, and supportive services such as management analysis; government functions; and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; review and edit written reports; develop and effectively utilize all available resources, and appear before legislative and other committees.

OTHER INFORMATION

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; can act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.

WORK ENVIRONMENT

The duties of this position are performed primarily indoors. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. This position requires frequent travel throughout the Sierra Nevada Region to establish and maintain relationships with California Native American tribes. Travel to area sites and meetings with partners will require driving or riding in vehicles and may result in walking on uneven terrain and/or working in inclement weather conditions. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional lifting, carrying, and/or moving up to 25 pounds may be required.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.



Duties of this position are subject to change and may be revised as needed or required.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor/manager. If unsure of a need for a reasonable accommodation, inform the hiring supervisor/manager, who will discuss your concerns with Human Resources.)

Employee Printed Name _____

Employee Signature _____

SUPERVISOR ACKNOWLEDGEMENT

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Employee Printed Name _____

Employee Signature _____