

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) State Water Resources Control Board	UNIT Office of Public Participation	POSITION # 880-230-4800-XXX	DATE 11/9/22
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Staff Services Manager I (Specialist)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Vacant			
CURRENT CLASSIFICATION OF SUPERVISOR Environmental Program Manager 1		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
0			
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
40%	<p>Under the supervision of an Environmental Program Manager 1 consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:</p> <p>Work with the Director/Tribal Liaison and Assistant Director of the Office of Public Participation (OPP) and serve as a Tribal Affairs Coordinator. Advise and provide guidance to the Water Boards on water issues of interest to California Native American tribes and tribal communities. Provide opportunities for input by California Native American tribes and tribal communities regarding the development of Water Boards policies, programs, and regulations that may affect tribes and tribal communities. Support coordination of statewide Water Boards tribal affairs program. Identify water issues affecting tribes and tribal communities statewide and work with the Tribal Liaison to recommend policy direction concerning Water Boards policies, programs, regulations, and policies of interest to tribes and tribal communities. Plan and facilitate quarterly trainings for Tribal Coordinators. Provide ongoing guidance and support to Water Boards staff on tribal engagement and consultations. Update and maintain the Tribal Coordinator's manual. Provide onboarding training to new Tribal Coordinators. Develop and provide training to Tribal Coordinators for how to implement templates.</p>		
30%	<p>Develop, update, and maintain templates for consultation request letters, presentations, factsheets, and other communications materials. Review, edit and draft consultation request letters and accompanying project materials and provide edits to ensure documents are in plain language and easily understood. Develop, deliver, and maintain a training for Water Boards staff on California Native American tribal history and best practices for working with tribes. Identify opportunities for additional guidance or templates and work to solicit input from Water Boards staff and tribes during the development of guidance documents. Provide guidance on tribal engagement plans</p>		

	<p>and activities, including but not limited to: consultation plans, tribal summits, tribal workshops, presentations, tribal visits, etc. Update and maintain the tribal database to ensure it is up to date and that easily sorted and used by the Tribal Coordinators. Compile and write quarterly and annual progress reports for tribal beneficial uses, CalEPA Tribal Advisory Committee, OPP tribal affairs program review, Human Right to Water Report, and CalEPA Bi-annual Environmental Justice report. Ensure tribal affairs data is accurate, current, and easily understood by non-technical audiences. Maintain and organize the tribal affairs intranet and SharePoint sites and ensure information is concise, accurate, up-to-date, and easily understood and accessed.</p>
20%	<p>Coordinate closely with Water Boards Regions, Divisions, and Offices, and facilitate communication and implementation of effective government-to-government consultations between tribal nations and the Water Boards. Work with the Tribal Liaison to coordinate government-to-government consultations. Develop board briefing materials and coordinate briefing meetings with board members and water board staff. Organize next steps from consultation and follow up with Water Boards staff on subsequent next steps. Develop an internal consultation tracker to ensure the Water Boards is responding and completing next steps from consultation on a timely basis. Track progress on all consultations taking place throughout the Water Boards. Develop and maintain a public facing webpage for all current and open Water Boards consultations and develop a communications plan to ensure tribes are being notified of consultation meetings appropriately. Prepare reports and summaries on activities as directed by the Tribal Liaison. Research and help prepare legislative bill analyses and track legislation to determine potential impacts on tribes and tribal communities.</p>
5%	<p>Represent the Water Boards at events throughout local tribal communities, regions, and the state. Facilitate collaboration with tribal nations and communities; Water Boards Regions, Divisions, and Offices; state agencies such as the Department of Water Resource, Department of Fish and Wildlife, Department of Housing and Community Development; federal agencies such as the U.S. Environmental Protection Agency, U.S. Fish and Wildlife Service, the National Park Service, the U.S. Bureau of Land Management, the U.S. Department of the Interior Bureau of Indian Affairs, and other relevant management authorities in order address the water needs of tribes and tribal communities.</p>
5%	<p>Perform other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>