



**DUTY STATEMENT**

PROGRAM STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-4801-XXX				
BRANCH Planning and Research		CLASSIFICATION TITLE STAFF SERVICES MANAGER II (SPECIALIST)				
SECTION/UNIT (If applicable) Choose an item.		WORKING TITLE Tribal Liaison				
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID E48	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED None	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE APRIL 2024				
PRIMARY DOMAIN (IT positions only)	Choose an item.					

**AGENCY OVERVIEW**

The Office of Planning and Research (OPR) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. OPR assists the Governor and the Administration in planning, research, policy development, and legislative analysis. OPR formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. OPR's budget programs include State Planning and Policy Development, Strategic Growth Council, California Volunteers, Office of Community Partnership and Strategic Communication, Racial Equity Commission, and Youth Empowerment Commission. OPR is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

**GENERAL STATEMENT**

The Tribal Liaison will function as a nonsupervisory expert and hold a multifaceted leadership role responsible for organization wide policy development initiatives and conducting outreach activities. Their core objectives to fostering effective and inclusive relationships between OPR and California Native American tribes and tribal communities. This pivotal leadership position ensures that OPR programs and initiatives align with tribal needs and priorities, functioning as the central point of contact for leading tribal collaboration, Government-to-Government consultation with tribal leaders, and community engagement efforts. Additionally, under the general direction of the Executive Director for State Planning and Policy Development and with the overarching guidance of the OPR Executive Leadership team, the incumbent offers high level policy and programmatic management guidance to all branches of OPR concerning California Tribes and Tribal communities as well as policy advice on tribal affairs to leadership. This advisory role provides expertise on environmental and planning matters, identifying potential challenges, formulating action plans, conducting critical investigations and studies, and preparing essential documents, policies, plans, and legislative proposals to support the organization's mission.

% of time	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition</i>
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performing duties	<i>sheet if necessary)</i>
<b>ESSENTIAL FUNCTIONS</b>	
30 %	<p><b>Tribal Engagement and Policy Oversight:</b></p> <ul style="list-style-type: none"> <li>• Oversee and lead organization-wide consultation, engagement and relationship building with CA Native American tribes.           <ul style="list-style-type: none"> <li>○ Represent OPR and State Executive Leadership in Government-to-Government consultations with tribal leaders.</li> </ul> </li> <li>• Maintain executive level partnerships with the Governor’s Office, Governor’s Office of Tribal Affairs and other State Agencies to track, develop, implement and coordinate on the State’s tribal affairs policies and initiatives.           <ul style="list-style-type: none"> <li>○ Ensure alignment with OPR mission and priorities.</li> </ul> </li> <li>• Develop and execute a Tribal Engagement Strategy: Design and implement strategies to enhance communication and collaboration with tribal entities.           <ul style="list-style-type: none"> <li>○ Ensure appropriate methods for meaningful engagement and consultation with CA Native American tribes, including strategies to ensure confidentiality and sovereignty of tribal data and knowledge(s), where appropriate.</li> <li>○ Ensure promising practices for meaningful engagement with tribal communities that reduce burdens placed on tribes in grant making and policy development and implementation.</li> </ul> </li> <li>• Provide direction to program staff in developing guidelines that have statewide impact such as General Plan Tribal Consultation Guidelines.</li> <li>• Oversee the Tribal Working Group(s): Organize and lead interagency and interorganizational working groups to bolster joint efforts and understanding.</li> <li>• Lead the Tribal Advisory Group in partnership with the Fifth Assessment Tribal Research Program Lead, aiming to facilitate effective communication and collaboration with tribal representatives across various programmatic areas. This advisory body, comprising tribal representatives, plays a crucial role in advising on tribal research components within the California Climate Change Assessment. This includes amplifying tribal and indigenous expertise throughout research products and guiding engagement strategies that uphold relevance, meaning, and respect for California Native American tribes.</li> </ul>
25 %	<p><b>Program Management and Oversight:</b></p> <ul style="list-style-type: none"> <li>• Oversee initiatives to ensure that OPR programs are developed to meet the unique needs and capacities of tribes.           <ul style="list-style-type: none"> <li>○ Review grant guidelines, research opportunities, and planning programs to ensure that tribal perspectives are considered at the onset of OPR initiatives.</li> <li>○ Engage and consult with tribal communities to develop model contracts, grant agreements, Tribal Data Sharing Agreements, and guidelines for tribes.</li> <li>○ Offer expertise and support to OPR staff on projects involving tribal grants or contracts, tracking data, and managing expenditures.</li> <li>○ Develop an internal resource hub for tribal affairs.</li> </ul> </li> <li>• Establish a Tribal Grant Tracking System: Develop a system, in partnership with grant program staff across OPR, to monitor and support managing grants awarded to tribal communities within OPR.</li> <li>• Develop Reporting Structures: Create comprehensive reporting protocols for all tribal affairs activities.</li> </ul>

<p><b>20 %</b></p>	<p><b>Advisory Role:</b></p> <ul style="list-style-type: none"> <li>• Advise OPR Executive Leadership on Tribal Matters: Provide critical insights and guidance to senior leaders on high level issues and policies related to tribal communities. Support OPR Staff in Tribal Programs: Offer guidance and assistance to staff involved in working with tribes.</li> <li>• Participate in Racial Equity Workgroup: Engage in initiatives to promote equitable practices within OPR.             <ul style="list-style-type: none"> <li>○ In partnership with the Racial Equity Coordinator, and with input from OPR staff, develop equity statements for OPR programs and divisions.</li> </ul> </li> </ul>
<p><b>15 %</b></p>	<p><b>Training and Capacity Building:</b></p> <ul style="list-style-type: none"> <li>• Develop Tribal Affairs Training Program: Create and implement training programs and guidance materials for OPR staff to enhance their understanding and interaction with tribal affairs. Where relevant, support staff in developing training for external partners to ensure meaningful tribal engagement across programs.</li> <li>• Promote Inclusive and Respectful Processes: Ensure that all interactions with tribes are conducted in a manner that is respectful and inclusive.</li> </ul>
<p><b>10%</b></p>	<p><b>MARGINAL FUNCTIONS</b></p> <p>Perform other job-related duties as required.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b></p> <p>Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p><b>Ability to:</b></p> <p>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; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.</p>

**DESIRABLE QUALIFICATIONS:**

- Experience working and facilitating meetings with California Native American tribes and tribal communities.
- Experience working with a variety of community partner groups, sometimes with conflicting interests.
- Proficiency in policy development and analysis, particularly in tribal affairs.
- Excellent communication and relationship-building skills, including engagement with tribal leaders and diverse audiences.
- Project management expertise, including grant management, and strong analytical and problem-solving abilities.
- Familiarity with relevant federal and state laws and regulations in tribal affairs and consultation.
- Proven leadership and advisory experience in driving tribal engagement initiatives.
- Capability in developing and delivering training programs and cultural sensitivity in diverse environments.
- Commitment to high ethical standards, integrity, and professionalism.
- Ability to take initiative and work independently.

**SPECIAL PERSONAL REQUIREMENTS:**

- Well-developed oral, written, and interpersonal skills.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Be open-minded and passionate about grant program management, especially focused on supporting long term planning needs in diverse communities across the state.
- Have a commitment to serving California’s diverse communities and creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

**SPECIAL PHYSICAL CHARACTERISTICS:** Persons appointed to this position must be reasonably expected to lift, carry, push, pull or otherwise move objects weighing up to **25 lbs.** Involves sitting most of the time and may involve walking or standing for brief periods of time. **Occasional/overnight travel up to 20% and occasional work on evenings, weekends, and holidays may be required.**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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**EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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