

☒ Current
☐ Proposed

Civil Service Classification: Staff Services Manager II (Managerial)
Working Title: Tribal Affairs Manager
Division Branch Name: Division of Home and Community Living
Incumbent: Vacant
Position Number: 797-810-4969-001
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Exempt
CBID: M01
Tenure: Permanent
Time Base: Full-time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA, and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

DESCRIPTION:

This position supports the California Department of Aging's (CDA) mission to transform aging for individuals, families, and communities by leading innovative programs, planning, policies, and partnerships that increase choices, equity, and well-being for all Californians as we age.

Under the direction of the Deputy Director in the Division of Home and Community Living, the Tribal Affairs Manager (Staff Services Manager II (Managerial)), will serve as a subject matter expert on Tribal & American Indian/Alaskan Native affairs, leading activities that include thought leadership, relationship building, project development, direction and oversight, policy development, collaboration with CDA program staff, training and technical assistance to support CDA's and service providers' work and outreach to Tribes and AI/AN communities. The Tribal Affairs Manager performs the most complex functions related to Tribal communities including policy, programming, problem solving, outreach, communication and consultation to CDA staff, executive level management and service providers on topics related to older adults, people with disabilities, and caregivers. The Tribal Affairs Manager confers directly with Tribal governments, AI/AN communities, department staff, government

agencies and non-profits as a representative of the Department and must maintain a high level of sensitivity related to the complexities of Tribal engagement including program and policy development.

ESSENTIAL JOB FUNCTIONS:

35% Tribal Engagement & Consultation

Serve as the Department's Tribal Affairs Manager (TAM), leading and representing the Department through Tribal engagement and consultation, state-led workgroups (in person and remote), public outreach forums, and stakeholder engagement. The TAM tracks and coordinates engagement, consultation and outreach efforts related to the Governor's Executive Order B-10-11. The TAM develops processes and mechanisms that integrate Tribal engagement and Tribal interests into CDA programs by respectfully seeking, discussing, and considering the views of Tribes as it relates to older adults, people with disabilities, and caregivers. Specifically, the TAM will establish pathways for community engagement and program considerations between CDA, Tribes and AI/AN communities, as well as community aging service providers which includes the local Area Agency on Aging by identifying areas of opportunity, developing network relationships and partnerships, and aligning efforts that assist in informing policy development and implementation, initiatives, and programming in a culturally responsive manner.

In addition to engaging tribal elders and community leaders, the TAM will be instrumental in developing CDA's Tribal Consultation and Engagement Policy and executing on the components therein. Through this policy, the TAM will advise the Department on legislation, regulations, rules, and policies on matters that may impact Tribal communities.

The TAM plans and coordinates education and training for Department staff on Tribal affairs and engagement; and supports the Department's efforts in the State Plan to consider the views of Tribal communities as it relates to older adults, people with disabilities, and caregivers for Older Americans Act (OAA) services.

The TAM creates and maintains a Tribal Contact List including Title VI partners, geographically identifies the local aging service providers, responds to inquiries from Tribes, community providers, and participates in consultations with Tribes and other government as well as community entities to support network and relationship development.

The TAM serves as a conduit with a variety of internal and external stakeholders by attending quarterly Tribal Liaison meetings, including other convenings with state agencies, department staff and providers implementing cross sectoral efforts and programming for AI/AN populations. Additional participation with external stakeholders will take place in local communities around California. In this role, the TAM works with the Governor's Office of Tribal Affairs, CalHHS Agency, and represents the Department at various venues providing updates on resources, implementation activities and best practices. The TAM will lead the departments' participation in Native American Day.

35% Tribal Program Support

The TAM works across CDA Programs with Departmental staff, service providers, and leaders to support CDA programming to increase services for Tribal Elders in California by coordinating with local programs, including Area Agencies on Aging (AAA), Older Americans Act Title VI grantees,

other service providers, and Tribes to identify opportunities to foster local partnerships and increase accessibility to older adult programs and resources.

Independently develops, reviews, and edits communications materials on behalf of program and executive leadership responding to internal and external inquiries, community outreach and engagement. Prepares correspondence, responses, and/or provides recommendations to various requests from departmental entities, external organizations, and employees, regarding Tribal issues.

Participate in inter-and intra-agency working groups to ensure Tribal considerations and overall equity considerations in all Department programs and processes.

25% Policy, Research & Program Development

The TAM develops policies and processes that integrate Tribal cultural practices and Tribal perspectives into Departmental work. The TAM assists in developing and independently maintaining tracking mechanisms to support the work and evaluation of the activities related to Tribal issues in the State Plan, the Master Plan for Aging and the Department's Racial Equity Action Plan. Evaluates program outcomes and reports on Departmental progress to Tribes and CDA executive leadership.

In consultation with the Office of Legislative Affairs, Division of Home and Community Living, and Office of Legal Services the TAM analyzes proposed state and federal legislation related to Tribal affairs and service delivery in California, provides background and technical assistance with policy and program development including implementation planning to staff service providers and stakeholders. The TAM is responsible for and will assist with the review, analysis, drafting, and coordination of regulation packages and performs complex analytical duties involved in regulation development, and applying subject matter knowledge and expertise to prepare regulation packages for managerial review.

The TAM coordinates across CDA Programs with Office of Legislative Affairs, Division of Home and Community Living, Office of the State Long-Term Care Ombudsman, The Office of Policy Research and Equity, and Office of Legal Services to advance CDA goals and objectives.

The TAM prepares correspondence, responses, and/or provides recommendations to various requests from departmental entities, external organizations, and employees, regarding Tribal issues and engagement. The Tam advises CDA executive staff and program management on decisions impacting Tribal communities.

MARGINAL JOB FUNCTIONS:

5% Involvement in one or more special projects on an as-needed basis, such as mentoring of staff, fellows, or interns; presentations at conferences and workshops; and participation in conferences or councils focused on Tribal communities and Tribal engagement.

TRAVEL: Up to 40% travel required

TYPICAL WORKING CONDITIONS:

This is a hybrid position, requiring the staff person to be in the office as per policy. The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending

meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person. Travel to locations around California for in person engagement will also be required.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

- ☐ Duties meet class specification and allocation guidelines.

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 06/2024)



☒ Exceptional allocation, STD 625 on file.

Analyst initials: KG/TB Date Approved: 7/29/2025

Revision Date (if applicable): _____