**CALIFORNIA COASTAL COMMISSION**

**CPA III**

**DUTY STATEMENT**

**EMPLOYEE NAME:**

**WORKING TITLE: Tribal Affairs Coordinator**

**WORK UNIT/DIVISION: Environmental Justice**

**LOCATION: Statewide**

**DATE OF APPOINTMENT:**

**CBID:**

**TENURE/TIMEBASE: Full-time**

**GENERAL STATEMENT**

The California Coastal Commission is charged with implementing the California Coastal Act to protect, preserve and enhance resources in the coastal zone of California. The Commission is a small State agency that embraces the values of maximum public participation, public service, excellence, and integrity.

Under the direction of the Environmental Justice Manager, the Tribal Affairs Coordinator directs the Commission’s tribal affairs work and supports the Commission’s implementation of its Tribal Consultation Policy; leads engagement efforts with California Native American tribes, including formal government-to-government consultation and informal coordination; supports district and program-specific Tribal Liaisons within the agency; coordinates with other state and federal agencies on tribal engagement efforts and policy; leads tribal consultation efforts and associated interagency coordination focused on offshore wind energy development in California; and performs other duties as required to implement Coastal Act programs and authorities on behalf of the Coastal Commission

**ESSENTIAL FUNCTIONS:**

**Tribal Affairs – External Coordination 25%**

* + Supports the implementation of the Commission’s Tribal Consultation policy by planning and carrying out selected government to government consultations, including those associated with offshore wind energy development.
  + Establishes and maintains relationships with California Native American tribal leaders and tribal community members, and organizations using multiple communication tools (emails, phone calls, meetings in-person or virtual, etc.)
  + Supports and participates in presentations during hearings to the Commission related to tribal consultation and cultural resources to help inform decisions
  + Convenes and facilitates meetings, listening sessions and roundtables with tribes to understand concerns and priorities.

**Tribal Affairs – Internal Coordination 25%**

* + Oversees the agency’s Tribal liaison team and supports District or Program-specific tribal engagement. This includes supporting and coordinating with internal teams to ensure consistent application of the Tribal Consultation Policy, providing guidance on best practices for engagement with tribes and tracking implementation.
  + Advises analysts, management, and Commissioners on Tribal consultation matters
  + Supports the review of coastal development permit and federal consistency applications and appeals as well as policies and planning documents that raise issues related to tribal resources; this includes the review of compliance by permittees with the terms and conditions of previously issued coastal permits
  + Identifying and analyzing potential environmental justice impacts in projects, and drafting environmental justice, diversity and inclusion provisions in Staff Reports, settlements, or other documents, consistent with the Commission's Environmental Justice Policy. Conducting tribal coordination and consultation for relevant projects, including communicating with and gathering information from tribes, assessing impacts to cultural and tribal resources and drafting findings in Staff Reports, settlements, or other documents, consistent with the Commission’s Tribal Consultation Policy.

**Offshore Wind Policy Analysis and Alignment – 30%**

* + Leads the agency’s coordination and collaboration efforts for tribal interests and concerns associated with offshore wind development projects and engagement with State and federal agencies.
  + Supports and leads Commission’s efforts to identify and incorporate tribal priorities into regulatory review and planning for offshore wind energy development, implementation, and monitoring, including Traditional Ecological Knowledge.
  + Supports Commission’s efforts to understand and minimize impacts from offshore wind energy development projects on tribal resources, in partnership with tribes.
  + Supports the review of offshore wind energy related documents to ensure tribal priorities are sufficiently incorporated and addressed.

**Other related duties as necessary and assigned – 10%**

* Prepares various reports, correspondence, public outreach materials, physical or digital and other communications.
* Coordinates with Environmental Justice program and supports the Commission’s Environmental Justice Policy to improve outreach to underserved communities.
* Participates and at times, facilitates or leads tribal affairs and equity training sessions and events, both internally and externally.

**Justice, Equity, Diversity, and Inclusion – 5%**

* + Participates in tasks, trainings, outreach and other activities that support implementation of the agency’s Justice, Equity, Diversity and Inclusion (JEDI) plan, which aims to create an inclusive workplace that allows staff from diverse backgrounds to thrive and improves agency outreach and public engagement. For example, this may include attending quarterly JEDI calls, sitting on interview panels, contributing to or attending staff trainings on JEDI issues such as on implicit bias, presenting at outreach events at locations with greater diversity, and providing input on hiring practices.

**Marginal Functions - 5%**

* Supports grant-related projects.
* Mentors interns or volunteer workers

**Some travel and field work is required**

**SUPERVISION EXERCISED OVER OTHERS**

Does not supervise. May be asked to act as lead or be a mentor to a new employee or give direction to Coastal Program Analysts I-II, fellows or Environmental Interns or volunteers.

**KNOWLEDGE, SKILLS, AND PERSONAL CHARACTERISTICS & ATTRIBUTES**

**Knowledge of:** Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive branch; Coastal Act, Coastal Zone Management Act and related policies, procedures and regulations; principles, practices, terms, and concepts of tribal engagement and consultation; public policy development; current trends and applications in Federal, State, and local planning; administrative, land use, and environmental law; techniques of planning, controlling, motivating, and organizing the work of others; principles of personnel management, public relations, and administration; modern office methods, technology, and procedures; the objectives of the State's Affirmative Action Program; and the processes available to meet affirmative action objectives.

**Ability to:** Analyze situations accurately and take effective action; effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups; analyze and evaluate written, graphic, and verbal data and prepare complete and comprehensive reports; inspire confidence and trust; establish and maintain effective and cooperative relations with those contacted in the course of work; exercise common sense and good judgment; lead the work of other staff on a project and work independently; effectively contribute to the Commission's affirmative action objectives; develop innovative solutions for difficult environmental or coastal management problems; provide leadership in accomplishing basic functions and objectives in assigned programs; inspire confidence and effective working relationships with employees, managers, and leaders in the public and private sector; plan and implement public participation programs and apply conflict resolution principles.

Personal Characteristics: Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal skills; promotes teamwork and cross-functional collaboration and communication in support of the Coastal Commission’s strategic goals.

Personal Attributes: Excellent communication skills, use of good judgment in approaching sensitive or controversial topics, flexibility and initiative, ability to work effectively with representatives of interest groups, other public agencies and members of the public, and completion of all work in a timely and well-organized form.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

The decisions, recommendations, and work products of the Tribal Affairs Coordinator have implications for the Coastal Commission, both in the short and long term. Errors can result in unnecessary delays for employees and public, poor external and internal relationships and a loss in efficiency and production as well as the loss of trust of the public and the possibility of litigation.

**PUBLIC AND INTERNAL CONTACTS**

Extensive contact with Commission staff at all levels, the public, the press, representatives of federal, state, local and Tribal governments.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to move about, stand, reach, stoop or bend; lift up to 15 pounds. The incumbent must be able to interact with many people; deal effectively with pressure; multi-task; adapt to changing priorities; maintain focus on work assignments; remain open to change and new information, changing conditions, or unexpected obstacles; complete tasks/projects within a short time frame; behave in a fair and ethical manner towards others; and demonstrate a sense of responsibility and commitment to public service. The incumbent must value diversity and other individual differences in the workforce.

**WORK ENVIRONMENT**

The incumbent may develop a Telework Plan approved by their supervisor.

Travel and site visits are required, including meeting with local and Tribal government staff in their jurisdictions and attending Commission meetings.

I certify that this duty statement represents an accurate description of the essential functions of this position.

(DEPUTY DIRECTOR) DATE

I have read this duty statement and agree that it represents the duties I am assigned.

TRIBAL AFFAIRS COORDINATOR DATE