

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 29354	DGS DIVISION / OFFICE or CLIENT AGENCY NATIVE AMERICAN HERITAGE COMMISSION	
UNIT NAME Legal Division	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1550 Harbor Blvd., Suite100 West Sacramento, CA 95691	
CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst	POSITION NUMBER 361-001-5393-006	CBID R01
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input checked="" type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday 8:00 am - 4:30pm	TENURE Perm	
WORKING TITLE	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION☐ Rank and File☐ Supervisor☐ Specialist☐ Office of Administrative Hearings☒ Client Agency

The Native American Heritage Commission (NAHC) Core Values and Employee Expectations are key to the success of the NAHC Mission. The mission of the NAHC is to "Protect Native American by preserving all known sacred sites provide respectful treatment and disposition of ancient Native American human remains, associated grave goods to the fullest extent of the law." NAHC employees are to adhere to the Core Values and Employee Expectations, to perform their duties to exhibit and promote these values and expectations.

POSITION CONCEPT

Under the supervision of the Chief Counsel, the Associate Governmental Program Analyst (AGPA) supports the legal department in enacting and conducting regulatory activities related to the protection and repatriation of tribal cultural resources. The incumbent prepares rule-making records for the adoption of regulations, policy analyses, and completes various analytical and research assignments of interest to the NAHC. The AGPA performs duties to support the implementation of, and adoption of NAHC regulations, prepares analytical documents for CalNAGPRA administrative mediation proceedings, and monitors compliance with CalNAGPRA.

☐ Medical Clearance☐ Background Clearance☐ Typing☐ DMV Pull Notice☐ Drug Testing**SPECIAL REQUIREMENTS**☐ Vehicle Home Storage Permit☐ Driver's License and Class (specify below in Description)☐ Certificate (specify below in Description)☐ Professional License (specify below in Description)☐ Other (specify below in Description)**Telework**

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Compile, prepare, and maintain rule-making files for Commission regulations. Docket rule-making deadlines in compliance with the Administrative Procedure Act. Draft Administrative Procedure Act rule-making documents for review by the Attorney. Coordinate public hearings, tribal consultations, and listening sessions.
25%	Records and monitors compliance by agencies, museums, and higher educational institutions with CalNAGPRA requirements for filing inventories and summaries in order to refer non-compliance matters to Staff Counsel.

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
20%	Coordinates and schedules mediations; Docket, maintain, and schedule mediations; update timely docket receipt of all complaints, responses, and supporting evidence submitted. Summarize all correspondence received by preparing all supporting evidence documents to be reviewed by a mediator. Draft summaries of complaints and responses, utilizing supporting documents for review by a mediator.
15%	Assists with gathering and reviewing records responsive to Public Records Act requests.
10%	Reviews and analyzes applications for membership in the statewide and individual campus U.C. Native American Graves Protection and Repatriation Act (NAGPRA) Committees by assessing minimum statutory qualifications pursuant to Health & Safety Code section 8026. Provide analysis and recommendations to Staff Counsel for final decision on the applications and possible nomination of the applicants.
5%	Provides additional support to the Commission's Environmental & Cultural Division, as needed.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Incumbent will be provided with working space at NAHC offices, including desk, computer, and telephone.

This position may require travel and the use of various transportation modes, i.e., airplane, taxi, car, etc.

Standing or sitting in a seated position for extended periods of time.

Frequent use of computer related equipment and software applications at a workstation.

Use of hand cart and hand truck to transport documents and/or equipment, i.e., laptop computer, files, reference manuals, solicitation documents, etc.

DESIRABLE QUALIFICATIONS

Has the ability to manage and organize multiple assigned tasks independently.

Excellent skills in written and oral communication; pays attention to detail.

Exercises sound judgment, tact, and diplomacy.

Experience drafting policies and procedures.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
---------------	--------------------	-------------

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
-----------------	----------------------	-------------