

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☒ Current☐ Proposed

RPA NUMBER 29500	DGS DIVISION / OFFICE or CLIENT AGENCY Native American Heritage Commission	
UNIT NAME Environmental & Cultural	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1550 Harbor Blvd, Suite 100 West Sacramento, CA 95691	
CIVIL SERVICE CLASSIFICATION Staff Services Manager I (Supervisory)	POSITION NUMBER 361-001-4800-003	CBID S01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday 8:00 - 4:30	TENURE Permanent	
WORKING TITLE	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☐ No LANGUAGE NEEDED: ☐ Verbal ☐ 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 Americans by preserving all known sacred sites and providing respectful treatment and disposition of ancient Native American human remains and associated grave goods to the fullest extent of the law." NAHC employees are expected to adhere to the Core Values and Employee Expectations and to perform their duties in a manner that exhibits and promotes these values and expectations.

POSITION CONCEPT

Under the general direction of the NAHC Executive Secretary, the Staff Services Manager I (SSM I) will oversee all related aspects of the Environmental and Cultural Division (ECD). The SSM I will provide advice and analysis on topics relating to the ECD. The SSM I will support the NAHC as the main point of contact for intradepartmental projects impacting the ECD. The SSM I will be responsible for maintenance of the Native American Land Information System (NALIS) by obtaining and analyzing information provided by California Indian tribes and public agencies. The SSM I will ensure ECD staff fulfills the necessary statutory responsibilities under the California Environmental Quality Act (CEQA). The SSM I is assigned to direct and supervise ECD staff on the essential day-to-day programs, including but not limited to, the NAHC Sacred Lands File Inventory (SLF), NAHC Contact List, Most Likely Descendant (MLD) determinations, and the NALIS database.

SPECIAL REQUIREMENTS☐ Medical Clearance☐ Background Clearance☐ Typing☐ DMV Pull Notice☐ Drug Testing☐ 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)**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
25%	Provides leadership and support to maintain the NALIS and FileMaker databases, which includes the NAHC Contact List, by compiling and analyzing information provided by California Indian tribes and public agencies, including contacts for consultation with tribal government, designations of MLDs, contacts for cultural resources assessment, California Native American Graves Protection and Repatriation Act of 2001, (CalNAGPRA) and tracking requests from public agency representatives,

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	landowners, developers, and environmental consultants. The SSM I will serve as a subject matter expert on NAHC databased and supervise staff that utilize NAHC databases.
25%	Serve as a subject matter expert and supervise staff on the NAHC MLD process in accordance with Public Resources Code 5097.98, which includes notifying tribes of the discovery of Native American human remains. Review the analysis and records pertaining to a MLD determination; evaluate and input specific village sites submitted by Californian Indian tribes. Conducts consultation meetings statewide with tribal governments as needed.
15%	Review the preparation of information by managing the SLF program for the protection and preservation of California Native American sacred sites in accordance with California Public Resources Code 5097.94 including overseeing, monitoring, and updating current records. Ensure the file integrity for the SLF program throughout all NAHC systems.
10%	Coordinates and collaborates with the NAHC staff, lead agencies, and tribal governments in the development of resolutions to difficult cultural resource-related issues and may assist by developing mitigation recommendations for strategic cultural resource protection measures. Aids the legal division as a subject matter expert for the drafting of formal state regulations and policy development.
10%	Evaluate and make recommendations to the Deputy Executive Secretary on new California Native American tribal applications by reviewing staff reports on tribal and historical information including evidence relevant to the ancestry to a California historical tribe, Native American affiliation of its members, tribal government operations and California aboriginal territory.
10%	May act as the Deputy Executive Secretary and attend tribal consultations, inter-agency meetings, and Commission meetings. Lead consultation meetings with tribal governments, landowners, government agencies, and environmental consultants statewide.
5%	May conduct, prepare, and present training sessions for new NAHC staff, tribal governments, tribal members, government agencies, and environmental consultants on the SFL and MLD determinations and general NAHC procedures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

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

The incumbent will be provided with working space at NAHC offices, including a 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

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
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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
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