

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER <b>29843</b>	DGS DIVISION / OFFICE or CLIENT AGENCY <b>Native American Heritage Commission</b>	
UNIT NAME <b>Environmental &amp; Cultural Division</b>	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) <b>1550 Harbor Blvd., Suite 100 West Sacramento, CA 95691</b>	
CIVIL SERVICE CLASSIFICATION <b>Analyst I</b>	POSITION NUMBER <b>361-001-5157-004</b>	CBID <b>R01</b>
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP <b>2</b>
WORK SCHEDULE (DAYS / HOURS) <b>Monday - Friday 8:00 am - 4:30 pm</b>	TENURE <b>Permanent</b>	
WORKING TITLE	TIMEBASE <b>Full Time</b>	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" 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 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 direction of the Environmental and Cultural Supervisor I, Analyst I will be a part of an interdisciplinary team responsible for independently performing the less complex analytical duties developing and maintaining the Native American Land Information System (NALIS). The Analyst I will assist the NAHC in aiding California Indian tribes with adhering to the California Environmental Quality Act (CEQA), conferring directly with tribal governments, landowners, environmental consultants, and government agencies as a representative of the NAHC in the protection of tribal cultural resources that are traditionally and culturally affiliated to their jurisdictions to mitigate CEQA project impacts to tribal cultural resources in order to fulfill NAHC's statutory responsibilities for the implementation of Assembly Bill (AB) 52 (Gatto, 2014).

☐ 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
30%	Reviews, analyzes and maintains CEQA environmental documents, including timber harvest plans determining impacts to Native American cultural resources, pursuant to CEQA, by evaluating the information provided by the Tribal governments, Sacred Lands File database, CA Historical Information Centers, ethnographic, historical, and archaeological data in order to consult with tribal governments and lead agencies assisting business partners with analyzing documents to ensure all

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PERCENTAGE	DESCRIPTION
	possible impacts to Native American cultural resources, pursuant to CEQA has been identified utilizing the NALIS database.
25%	Organizes, coordinates, and assists with all activities involving the discovery of human remains by designating Most Likely Descendant (MLD) for the treatment and disposition of Native American Human remains and any associated grave items, mediating MLD disputes and reporting to the NAHC county coroners office, in order to fulfill NAHC's responsibility of protecting graves and cemeteries of Native Americans and to ensure that all investigations and excavations are within accordance with California State laws utilizing various resources that include MLD database register, information submitted by tribal governments and various scholar references.
20%	Assists with compiling and analyzing information provided by California Indian tribes and public agencies for the development and on-going application of the NALIS, identifying specific geographical locations of tribes requesting help requested under AB 52 in order to aide in the consultation with tribal governments, public agency representatives, landowners, developers, and environmental consultants utilizing NALIS to ensure the NAHC fulfills the statutory requirements under the state law in protecting Native American tribal cultural resources.
20%	Assists with conducting investigations by initiating, compiling, and analyzing various information regarding the impacts to Native American sanctified cemeteries, places of worship, religious or ceremonial sites, or sacred shrines located on public property and addressing questions in regards to access of these sacred sites utilizing California State Legislation in order to develop a comprehensive reporting with recommendations to upper management and to ensure accuracy pursuant to California state law.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Provides backup coverage to the Analyst II by maintaining and updating necessary environmental documents, impact reports, public requests, as well as Native American contact listings in order to maintain the NAHC Sacred Lands File database continuity and ensure compliance .

**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**

Experience in working with California Native American tribes with specific knowledge in Native American history, and contemporary tribal cultural issues.

Knowledge of and experience in working with California Environmental Quality Act.

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

Excellent skills in written and oral communication.

Ability to communicate effectively with all levels of California and tribal governments.

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Skill with computer software, including Microsoft Word, Excel, and PowerPoint, and database software.

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](mailto: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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