

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-030-5393-702

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

OOE/OTA

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Office of Tribal Affairs (OTA)

SUPERVISOR'S NAME:

Kevin Neidich

SUPERVISOR'S CLASS:

SSM I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
None
- Other (Explain below)

Fingerprint clearance.

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

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

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The OTA's mission is grounded in meaningful Tribal Consultation and engagement to elevate and assist in building the capacity of the state, Tribes and counties to collaboratively create and sustain an equitable continuum of care for American Indian and Alaska Native children and families.

One of OTA's priorities is to strengthen the Indian Child Welfare Act (ICWA) implementation with a focus on inquiry, notice, active efforts and placement. The Tribal Affairs Analyst II advises across the CDSS on tribal affairs and governance and building better government-to-government relationships.

CONCEPT OF POSITION:

Under the direction of the OTA Director (CEA), the Tribal Affairs Unit Analyst II is a technical specialist and policy analyst implementing localized regional approaches in building enhanced tribal, state, and county government relationships. The Analyst II is an integral part of implementing and sustaining the Indian Child Welfare Act (ICWA) and developing materials associated with documenting the relationship building efforts and effectiveness. The Analyst II will serve a key role in identifying issues that impact county implementation of social services and providing technical assistance and support.

A. RESPONSIBILITIES OF POSITION:

30% Collaborate, consult and engage with Tribes, counties and state. Resolve issues to build stronger relationships; assist in implementing OTA strategic plan, coordinate and facilitate tribal consultations and engagement efforts; develop and maintain contact lists for Tribes; coordinate implementing the CDSS Tribal Consultation Policy; assist in the creation of standardized operation procedures (SOPs), and contribute to OTA project planning for meeting goals and deadlines.

Additional engagement duties, presentations and reporting may be required,

30% The Tribal Affairs Analyst II is responsible for building knowledge for Tribes and state respective of social services, child welfare, and ICWA implementation, advise on tribal affairs across CDSS.

They will identify and create training and technical assistance opportunities and needs; link Tribes to existing learning opportunities and CDSS Policy and Program staff. They will be responsible for training on tribal affairs, tribal governance, social and cultural considerations of Tribes, tribal governments, and tribal communities.

25% They will gather and create resources including but not limited to toolkits, job aides, and desk guides; monitor Tribal Affairs inboxes, review and analyze state guidance, state and federal legislation, bill analyses, assist in development of budget change proposals, participate in tribal and state meetings.

10% Tribal Affairs Analyst II will be responsible for creating, collecting and entering data into a system to track their activities, compile statutory reporting requirements, outputs and outcomes. Data collection efforts will coincide with a specific evaluation plan developed for this position.

5% Completes other related duties as required and assigned for the classification including support for ICWA Field Liaisons and other OTA Analyst II's.

General knowledge of the work of the Branch, Division, the Department, public child welfare system and federal/state/county/Tribal government relations.

*Understanding, knowledge and advocacy of tribal affairs, tribal sovereignty and tribal engagement.

*Knowledge of policy-making and administrative processes, including state and federal legislation, regulatory and budgetary processes, and the roles of various branches and levels of government.

*Ability to identify problems and systemic issues, develop strategies to address problems and seek mutually acceptable solutions.

*Ability to communicate orally and in writing in a well-organized, accurate, clear and concise manner.

*Ability to plan implementation of and manage assignments to completion within specified time frames.

*Detail oriented with strong analytical skills and effective editing skills.

*Skilled in using Microsoft Office (Word, Excel, PowerPoint, Access, Outlook and SharePoint).

*Strong communication skills including using technology and other strategies to inform project team and others.

*Ability to take initiative and to work as part of a large and diverse team.

*A genuine valuing of racial equity diversity principals.

*This position may require regular travel. Travel to Sacramento and other areas of California will also be required for meetings at CDSS Headquarters and the California ICWA Conference, as well as other locations depending on need.

B. SUPERVISION RECEIVED:

The Tribal Affairs Analyst II works under the direction of the SSMI and Director of the Office of Tribal Affairs (OTA Director). Progress and status reports must occur frequently. Data reports will be requested on a regular basis.

C. ADMINISTRATIVE RESPONSIBILITY:

Weekly, monthly and yearly reporting and data entry for technical assistance and activities tracking and reporting. Creation and submission of travel requests and timesheet reporting.

D. PERSONAL CONTACTS:

In addition to working in concert with Tribes, various agencies, contractors and county staff that are not staffed within the CDSS, the Tribal Affairs Analyst II has frequent contact with division staff and with various levels of Departmental staff. The Tribal Affairs Analyst II may also represent the Department on tribal and county site visits and in meetings with a diverse array of stakeholders. The Analyst II must maintain respect, tact and discretion when dealing with staff, a diverse array of stakeholders and partners and the public in all forms of communication. The Analyst II is required to utilize good judgment in handling sensitive and confidential materials and matters when working on documents and bureau-related issues.

E. ACTIONS AND CONSEQUENCES:

Faulty analysis and interpretations or inaccurate or inconsistent statements will result in inappropriate services to children; county and/or State noncompliance with federal and State requirements; and, potential loss of funding if subsequent sanctions are imposed. Adoption and child welfare records are classified as confidential. Any items released to unauthorized persons may result in possible detrimental liability for the Department. The Analyst II must understand his or her role as representing the Department to the public, have good interpersonal communication skills, and be able to work well with a variety of people.

F. OTHER INFORMATION:

The job may require frequent travel within the State. This position requires fingerprint clearance. The Tribal Affairs Analyst II must be able to work well with others and have excellent interpersonal communication skills. The Analyst II must be able to work independently and assess/address situations with a minimum amount of supervision. Must be able to work in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.