

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
OFFICE OF NATIVE AMERICAN AFFAIRS**

NAME: Vacant

POSITION NUMBER: 420-950-4800-001

CLASSIFICATION: Supervisor I

WORKING TITLE: Deputy Director

STATEMENT OF DUTIES: The Supervisor I serves as a supervisor and highly skilled Department specialist for the Office of Native American Affairs (ONAA), Tribal Assistance Program (TAP). On behalf of the Director of ONAA, the Supervisor I serves as a subject matter expert, and acts as a point of contact and lead coordinator with other Department of Justice (DOJ) divisions and sections for TAP, such as the DOJ's Research Center, external consultants, and the designated Special Agent in Charge (SAC) from the Division of Law Enforcement (DLE). The Supervisor I is responsible for providing lead direction to, and supervision of, program staff, as well as serve as a liaison, as directed by the Director, with other government and community agencies, for all necessary and mandated activities and product materials for the successful implementation of the TAP.

SUPERVISION RECEIVED: Reports directly to the Director of ONAA.

SUPERVISION EXERCISED: The Supervisor I will supervise administrative and analytical staff. May coordinate and provide guidance to others contributing to TAP.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment. Travel may be required.

ESSENTIAL FUNCTIONS:

45% Supervises and manages administrative and analytical staff. Reviews staff work for accuracy and completion and assists staff to resolve issues. Provides subject matter expertise, oversight, and supervision over all functions related to ONAA programs. Acts as point of contact and lead coordinator with other DOJ divisions and sections, such as the DOJ Research Center, external research consultants and subject matter experts, the assigned DLE SAC, and the DOJ Communications Section for all necessary and mandated activities and product materials for the successful implementation of the TAP's Assembly Bill 3099 mandates. Maintains content on ONAA website. Assists with and/or acts as facilitator for all outreach activities with Tribal and non-Tribal entities at all stages of the development of mandated outreach; training and educational materials, at all stages

of the mandated Missing and Murdered Indigenous Peoples (MMIP) study; and during all stages of the mandated reporting requirement to the legislature for the study. Responsible for the coordination and collaboration with DLE, the DOJ Research Center, other divisions or sections within the DOJ as necessary, and with the Director of ONAA in proposing recommendations, including possible legislative recommendations, to improving the reporting and identification of MMIP, particularly women and girls.

- 20% Completes probationary and annual appraisals for subordinate staff. Ensures adherence to the Department's equal employment opportunity policies. Recruits and hires staff as needed. Provides training to subordinate staff and other DOJ staff on ONAA related initiatives and efforts.
- 15% Functions in an area of extreme cultural sensitivity requiring a high level of cultural competency in working both in the Native American community in California and the general Native American community. Responsible for coordinating and conducting outreach activities with all mandated stakeholders, including Native American victims and their families, at the direction of the Director of ONAA.
- 10% Under direction of the Director of ONAA, assists in developing recommendations on and implementing optimal coordination efforts by the DOJ for outreach, training and education between Tribal governments, Tribal police, and state and local law enforcement agencies, and assists and/or acts as facilitator for those coordination efforts as they relate to Public Law 83-280.
- 5% Develops materials and brochures that support mandates of the TAP (AB 3099).
- 5% Performs special projects, at the direction of the Director of ONAA, which includes performing research, preparing and drafting correspondence, and providing recommendations to the appropriate staff regarding ONAA's responsibilities.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date