

Duty Statement

UNIT	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Tribal Affairs	Analyst III	534-001-5402-904
DEPARTMENT	WORKING TITLE	CBID
California Natural Resources Agency	Tribal Stewardship Program Analyst	R01
HEADQUARTERS	REPORTING LOCATION	EMPLOYEE
Sacramento, CA	715 P Street, Sacramento CA 95814	TBD
SUPERVISOR CLASSIFICATION		EFFECTIVE DATE
Deputy Director		
POSITION DESCRIPTION		
Under the general direction of the Deputy Director for Tribal Affairs, the Analyst III will support tribal stewardship initiatives by working closely with Agency leadership, state departments, California Native American tribes, local governments, and community partners. Incumbents at this level are characterized by assignments which require, on a regular basis, a high degree of professional and analytical skills for specialized assignments which typically have department-wide impact. The Analyst will help assess current and future tribal stewardship needs, research best practices for tribal conserved lands, and support the development of tribal ecological workforce capacity. This position will evaluate the environmental, cultural, and community benefits of tribal stewardship activities and identify innovative approaches to support ancestral land return and California's 30x30 conservation goals. The Analyst will coordinate tribal consultations, intertribal roundtables, and community outreach efforts to strengthen partnerships and increase engagement with tribes and tribal cultural practitioners. The Analyst will lead tribal stewardship research and reporting efforts for the 2027 30x30 Annual Report and collaborate with the Agency's 30x30 team on biodiversity and conservation priorities.		
ESSENTIAL FUNCTIONS:		
The position requires the incumbent to balance concurrent assignments and complete assigned projects and tasks on time at a level commensurate with the classification. Satisfactory job performance is required to maintain a teleworking agreement. In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.		
%	TASK/DUTIES	
40%	The Analyst III will Manage and coordinate research activities supporting the development of the 2027 30x30 Annual Report pursuant to Public Resources Code Section 71452. Conduct research on historical and current tribal stewardship practices through literature reviews, data collection, and consultation with California Native American tribes, state agencies, non-profit organizations, land conservancies, federal and local governments, contractors, economists, and other stakeholders. Analyze and document tribal stewardship needs, including current challenges and future resource requirements. Review stewardship practices used on tribal conserved lands to identify effective and cost-efficient approaches. Evaluate workforce needs related to tribal ecological stewardship and assess the environmental, cultural, and community benefits associated with stewardship activities. Support efforts related to ancestral land return and California's goal of conserving 30 percent of the state's lands and coastal waters by 2030.	
20%	Prepare materials, webinars, and other informational items to support the Tribal Stewardship Policy Toolkit to strengthen the capacity of tribes and non-tribal entities in this work and work collaboratively with the 30x30 team in the policy goals of the Agency in the biodiversity and	



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	conservation space. Lead conference and other event planning in support of the Tribal Stewardship Policy and Toolkit and 30x30 efforts.	
15%	Coordinate with all CNRA departments to support the Agency's commitment to partner with California Native American tribes. This work will include, but not limited to, supporting CNRA departments, land conservancies, and California Native American tribes on their ancestral land return, collaboration, and access projects, including the transferring of excess state lands, the purchase of private property, developing co-management agreements, and establishing durable access to non-tribally owned lands. Facilitate collaboration with California Native American tribes and tribal cultural practitioners to support stewardship activities and the application of Traditional Ecological Knowledge and cultural practices.	
10%	Managing contracts, grants, or philanthropic relationships for the implementation Public Resources Code 71452 and the Agency's Tribal Stewardship Policy.	
5%	Participate in and lead training programs. Serve as an Agency representative on committees, tribal consultations, and at public meetings. Supports Deputy Director for Tribal Affairs, Deputy Secretary for Tribal Affairs, Deputy Secretary for Biodiversity on Agency tribal affairs and 30x30 policy work. Performs other duties as required.	
5%	Support Diversity, Equity, and Inclusion Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. Embed equity and environmental justice considerations into policies and administrative practices.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Office Environment		
POSITION CATEGORY:		
This position is categorized as Office-Centered . The position's job duties are performed at their designated work location 50% or more of the time within a work month. The position incumbent can telework with a management approved telework agreement and schedule. Satisfactory job performance is required to maintain a teleworking agreement.		
SPECIAL REQUIREMENTS:		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		



State of California – California Natural Resources Agency
California Natural Resources Agency
Human Resources

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I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE