

Duty Statement

UNIT	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Tribal Affairs	Analyst III	534-001-5402-002
DEPARTMENT	WORKING TITLE	CBID
California Natural Resources Agency	Clear Lake Program Manager	R01
HEADQUARTERS	REPORTING LOCATION	EMPLOYEE
Sacramento, CA	715 P street, Sacramento, CA 95814	TBD
SUPERVISOR CLASSIFICATION		EFFECTIVE DATE
Deputy Director		TBD
POSITION DESCRIPTION		
Under the general direction of the Deputy Director for Tribal Affairs the Analyst III (Analyst) is responsible for coordinating a government wide approach for the rehabilitation of the Clear Lake Watershed, including the management of the Blue Ribbon Committee for the Rehabilitation of Clear Lake pursuant to Public Resources Code 22085 – 22092 (Assembly Bill 707 Aguiar-Curry 2017) and the Clear Lake Hitch Task Force. The Analyst will support the strategic priorities in coordination with the Deputy Secretary for Tribal Affairs, Deputy Secretary for Biodiversity, and Deputy Director for Tribal Affairs, state agencies and departments, California Native American tribes, local governments, and members of the public to identify opportunities to support a coordinated government-wide approach for the rehabilitation of the Clear Lake watershed. Through this work, the Analyst will help facilitate the Blue-Ribbon Committee for the Rehabilitation of Clear Lake, the Clear Lake Hitch Task Force, and collaborative partnerships between California Native American tribes, federal, state, and local governments. Lead the implementation of the Clear Lake Watershed Co-Management Agreement. This position will perform complex tribal affairs and facilitation tasks. The Analyst will coordinate with all CNRA departments to support the Agency's commitment to partner with California Native American tribes, federal agencies, the County of Lake, City of Clearlake, City of Lakeport, and community-led organizations in the County of Lake.		
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%	Lead the management and coordination of regular meetings for the Blue-Ribbon Committee for the Rehabilitation of Clear Lake, Clear Lake Hitch Task Force, tribal consultations, collaborative partner meetings between California Native American tribes, federal agencies, state and local governments, and non-profit organizations, and subcommittee meetings or other working groups as needed. Lead the implementation of the Clear Lake Watershed Co-Management Agreement. This work includes: complex policy implementation; evaluation of scientific research, historical research, Traditional Ecological Knowledge, and oral histories; strong cultural humility; coordinating with policy decision makers, preparing draft agendas, prepare and edit work plans, meeting technical assistance, maintaining points of contact for parties attending regular meetings, taking notes, scheduling and organizing virtual and in-person meetings, summarizing meetings, and reporting outcomes to senior leadership. This position will perform complex tribal affairs, inter-governmental affairs, and facilitation tasks. The Analyst will lead the coordination with all CNRA departments to support the Agency's commitment to partner with California Native	

Duty Statement

	American tribes, federal agencies, CalEPA departments, the County of Lake, City of Clearlake, City of Lakeport, and community-led organizations in the County of Lake.
35%	Lead cross-departmental efforts with state departments with regulatory authority, funding, and programs in the County of Lake. Coordinate with all CNRA departments and units to support the rehabilitation of Clear Lake and advance Agency's biodiversity, equity, tribal affairs, and other key policies in Clear Lake as needed. The Analyst will support the Agency's Bonds and Grants Management Unit to help provide technical assistance and coordination for Agency funded projects in the County of Lake. Prepare materials, webinars, and other informational items to support the rehabilitation of Clear Lake and the protection of the Clear Lake hitch. This work includes managing tribal consultations and organizing and participating in tribal and local community outreach and engagement events and tasks including scheduling, room reservations, preparing of agendas, prepping talking points, and overall support for successful meetings.
15%	Maintain, update, and support Agency websites, social media, press releases, surveys, and other modes of communication for Clear Lake projects. Support the management of contracts, grants, or philanthropic relationships for the rehabilitation of Clear Lake.
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 .	
SPECIAL REQUIREMENTS:	
• Must be able to interpret and assist in the development of program policy. • Understand and comply with Agency Policy. • Have basic knowledge of CEQA process. • Have basic knowledge of Excel, Access, Word, Outlook. • Have experience in, or willingness to learn, facilitation of large inter-governmental committees and working groups. • Have experience in, or willingness to learn, tribal affairs and working directly with California Native American tribes. • Travel estimated 10% or 34 days per year (must have valid California Driver's License).	
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.	



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

Duty Statement

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT: 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