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

Duty Statement

UNIT	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Tribal Affairs	Analyst III	534-001-5402-003
DEPARTMENT	**WORKING TITLE**	**CBID**
California Natural Resources Agency	CACGN 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 Secretary and Deputy Director for Tribal Affairs, the Analyst III will function as the California Advisory Committee on Geographic Names (CACGN or Committee) Manager. The CACGN Manager will support the California Natural Resources Agency (CNRA) and CACGN in executing CACGN's charter, mission, and managing its name proposal caseload.

This position will consult with California Native American tribes and public agencies, including local, county, state, and federal entities, on naming proposals and CACGN matters; conduct historical and present-day background research; and report findings from research and consultations to CACGN and members of the public. This position will also support the development and implementation of key regulations and policies, including the removal and replacement of offensive and derogatory names in California. As CACGN Manager, the Analyst III will serve as the Agency's subject matter expert on geographic naming matters and exercise a high degree of independent judgment in the administration of the Committee's responsibilities. The position will lead sensitive and complex projects involving tribal consultation, intergovernmental coordination, and public engagement; develop recommendations that inform Agency and Committee decisions; and provide strategic guidance to executive leadership, stakeholders, and partner agencies on matters related to CACGN policies, procedures, and initiatives.

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 be responsible for analyzing name proposals by independently conducting historical and present-day research to gather information from both online and in-person primary and secondary resources including but not limited to the California State Library, archives, academic journals, articles, and newspapers, to assist CACGN decision-making. Conduct and support meaningful in-person and virtual tribal consultations, public workshops, inter-tribal roundtables, and outreach to local and county governments to ensure CACGN processes, policies, and programs are informed through meaningful tribal consultation, coordination with public agencies, and engagement with the public. Prepare PowerPoint presentations and memos summarizing research and outreach and make recommendations for Agency and CACGN consideration.
30%	The Analyst III will manage and coordinate CACGN's case load, process offensive and derogatory naming petitions, and support CACGN's review of replacement name proposals. Review new U.S. Board on Geographic (U.S. BGN) Names in-state proposals and requests for

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	renaming geographic features and places. Attend U.S. BGN office hours and meetings as appropriate.
15%	The Analyst III will schedule and facilitate Committee and other CACGN-related meetings, prepare agendas by identifying key CACGN discussion topics, and present historical research findings and recommendations to the Committee. Transmit CACGN decisions regarding name proposals to the U.S. Board on Geographic Names and other public agencies. Review, update, and maintain CACGN governing documents, website, internal files, case correspondence, technical assistance, and informational items on a regular basis. Ensure compliance with the State and the U.S. BGN's regulations and policies.
5%	The Analyst III will assist the Deputy Secretary and Deputy Director for Tribal Affairs in analyzing, creating, and implementing Agency tribal affairs, Outdoors for All, environmental justice and equity, and CACGN policy work. Serve as an Agency representative on committees and at public meetings. Manage and process contracts, including payments and billing support documentation for CACGN-related contracts (e.g., meeting venues, facilitation services, etc.). Provide oversight and correspondence with contractors. Prepare and update project status tracking system and respond to audit inquiries.
5%	The Analyst III will 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:

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 FUCNTIONS 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:
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

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