STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current ☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
30403	Native American Heritage Commission	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Legal Division	1550 Harbor Blvd., Ste 100 West Sacramento, CA 95691	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Legal Analyst	361-001-5237-002	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday / 8:00 am - 4:30 pm	Permanent	
WORKING TITLE	TIMEBASE	
	Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☑ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☑ Client Agency

The Native American Heritage Commission's (NAHC) Core Values and Employee Expectations are key to the success of the NAHC mission. The mission of the NAHC is to "Protect Native Americans by preserving all known sacred sites and provide respectful treatment and disposition of ancient Native American human remains and associated grave goods to the fullest extent of the law." NAHC employees are to adhere to the Core Values and Employee Expectations, and to perform their duties to exhibit and promote these values and expectations.

POSITION CONCEPT

The NAHC has statewide jurisdiction over Native American human remains, burials, and sacred sites on public and private property. As part of its mission the NAHC implements and enforces the California Native American Graves Protection and Repatriation Act (CalNAGPRA). Additionally, the NAHC is in the process of adopting regulations governing its core function areas.

Under the direction of the Chief Counsel, the Legal Analyst will perform paralegal duties in support of the implementation of, the adoption of regulations, and mediation and administrative proceedings.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Docket the receipt of complaints, responses, and supporting evidence submitted in connection with mediations or enforcement actions. Schedule mediations, assist participants in sending and receiving required documentation. Assist in-house mediators with preparing mediation binders. Proofread and cite check-draft the NAHC decisions.
25%	Receive and organize documents submitted in connection with mediations and enforcement

PERCENTAGE	DESCRIPTION
	actions. Review, monitor, and track compliance with CalNAGPRA enforcement including allegations of failures to comply, notice of findings, requests for tribal input, informal discussion scheduling, and final dispositions.
20%	Compile and maintain rule-making files for regulations. Assist with tribal consultation and rule-making by monitoring comments, responses to comments, and revisions to draft regulations.
15%	Assists with gathering and reviewing records responsive to Public Records Act requests.
15%	Provide general administrative and office support to the Legal Department, Chief Counsel, and Staff Counsel as needed.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Travel (Specify the percentage in the travel box below)

The incumbent will be provided with working space at NAHC offices, including a desk, computer, and telephone.
This position may require travel and the use of various transportation modes, i.e., airplane, taxi, car, etc.
Standing or sitting in a seated position for extended periods of time.
Frequent use of computer-related equipment and software applications at a workstation.
Use of hand cart and hand truck to transport documents and/or equipment, i.e., laptop computer, files, reference manuals, solicitation documents, etc.

DESIRABLE QUALIFICATIONS

Education Paralegal certificate or equivalent
Has the ability to manage and organize multiple assigned tasks independently.
Strong skills in written and oral communication.
Exercises sound judgment, tact, and diplomacy.
Experience performing legal research and analysis and reviewing legal documents
Experience working with Adobe and Microsoft Office programs

☐ Current
☑ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED