

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER 20865 and 20867	DGS OFFICE or CLIENT AGENCY Native American Heritage Commission	
UNIT NAME Environmental and Cultural Division	REPORTING LOCATION West Sacramento	
SCHEDULE (DAYS / HOURS) Monday-Friday 8:00 am- 5:00 pm	POSITION NUMBER 361-001-5157-003/004	CBID R01
CLASS TITLE Staff Services Analyst	WORKING TITLE	
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 (NAHC) Core Values and Employee Expectations are key to the success of the NAHC Mission. The mission of the NAHC is to "Protect Native American by preserving all known sacred sites provide respectful treatment and disposition of ancient Native American human remains, associated grave goods to the fullest extent of the law." NAHC employees are to adhere to the Core Values and Employee Expectations, to perform their duties to exhibit and promote these values and expectations.

POSITION CONCEPT

Under direction of the Chief Deputy Executive Secretary of the Native American Heritage Commission (NAHC), the Staff Services Analyst (SSA) will be a part of an interdisciplinary team responsible for independently performing the less complex analytical duties developing and maintaining the Native American Land Information System (NALIS). The SSA will assist the NAHC in aiding California Indian tribes with adhering to the California Environmental Quality Act (CEQA), conferring directly with tribal governments, landowners, environmental consultants, and government agencies as a representative of the NAHC in the protection of tribal cultural resources that are traditionally and culturally affiliated to their jurisdictions to mitigate CEQA project impacts to tribal cultural resources in order to fulfill NAHC's statutory responsibilities for the implementation of Assembly Bill (AB) 52 (Gatto, 2014).

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Reviews, analyzes and maintains CEQA environmental documents, including timber harvest plans determining impacts to Native American cultural resources, pursuant to CEQA, by evaluating the information provided by the Tribal governments, Sacred Lands File, CA Historical Information Centers, ethnographic, historical, and archaeological data in order to consult with tribal governments and lead agencies assisting business partners with analyzing documents to ensure all possible impacts to Native American cultural resources, pursuant to CEQA has been identified utilizing the NALIS database.
25%	Organizes, coordinates, and assists with all activities involving the discovery of human remains by designating Most Likely Descendant (MLD) for the treatment and disposition of Native American Human remains and any associated grave items, mediating MLD disputes and reporting to the NAHC county coroners office, in order to fulfill NAHC's responsibility of protecting graves and cemeteries of Native Americans and to ensure that all investigations and excavations are within accordance with California State laws utilizing various resources that include MLD database register,

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	information submitted by tribal governments and various scholar references.
20%	Assists with compiling and analyzing information provided by California Indian tribes and public agencies for the development and on-going application of the NALIS, identifying specific geographical locations of tribes requesting help requested under AB 52 in order to aide in the consultation with tribal governments, public agency representatives, landowners, developers, and environmental consultants utilizing NALIS to ensure the NAHC fulfills the statutory requirements under the state law in protecting Native American tribal cultural resources.
20%	Assists with conducting investigations by initiating, compiling, and analyzing various information regarding the impacts to Native American sanctified cemeteries, places of worship, religious or ceremonial sites, or sacred shrines located on public property and addressing questions in regards to access of these sacred sites utilizing California State Legislation in order to develop a comprehensive reporting with recommendations to upper management and to ensure accuracy pursuant to California state law.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides backup coverage to the AGPA by maintaining and updating necessary environmental documents, impact reports, public requests, as well as Native American contact listings in order to maintain the Native American Heritage Commission Sacred Lands File Database continuity and ensure compliance .

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Incumbent will be provided with working space at NAHC offices, including desk, computer, and telephone. Occasional statewide travel requiring the use of automobile and air travel. Site visits may occasionally require walking on steep and/or uneven ground. Prolonged periods of sitting & typing. Short periods of standing, bending and reaching. Frequent use of computer related equipment and software applications at a workstation. Transport documents and/or equipment.

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 with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED