

**DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
DIRECTORATE DIVISION  
OFFICE OF NATIVE AMERICAN AFFAIRS**

**NAME:** Vacant

**JOB TITLE:** Staff Services Analyst

**STATEMENT OF DUTIES:** Under the supervision of the Staff Services Manager (SSM) I, the Staff Services Analyst performs a variety of analytical tasks related to the efficient functioning of the Office of Native American Affairs (ONAA). A high degree of initiative, professionalism, tact, and discretion are required. The incumbent performs duties that require independence of action, analysis, political acumen, excellent interpersonal skills, diplomacy, flexibility and the ability to work under pressure.

**SUPERVISION RECEIVED:** Reports directly to the SSM I and may receive direction from the Director of the Office of Native American Affairs.

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL CONDITIONS:** Ability to sit, type, rotate, and work at a computer workstation up to 8 hours daily to complete assignments. Occasional overtime during heavy workload periods and occasional travel may be required.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment. At the office, an open-spaced, partitioned offices, in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

45%    Reviews and analyzes information upon which the ONAA makes decisions affecting operating procedures, working conditions and or policy changes for the Department of Justice. Provides strategic level interaction, support and administration for the ONAA team to help implement the Attorney General's initiatives. Performs research and analysis for the Director of ONAA, ONAA's Staff Services Manager I, the assigned Department of Law Enforcement's (DLE) Special Agents in Charge (SAC), the Executive Office, and the Attorney General, that identify issues of concern regarding the public impact of the Attorney General's policy initiatives. This includes critical thinking; researching, gathering, maintaining and analyzing pertinent statistical data; preparing clear and concise reports, developing databases for tracking inquiries and correspondence, preparing special reports on an as-needed basis, and recommending a

course of action to the ONAA as it pertains to the implementation of procedures for the Tribal Assistance Program (AB 3099). Obtains data and information from a wide range of sources including, but not limited to, state and federal agencies, academic resources, professional organizations and foundations, plans and executes data collection to assure integrity of the data. Organizes public and private collaboration projects, that involves contact with a wide range of public and private officials, requiring establishing and maintaining relationships with various state agency personnel, law enforcement agency personnel, members of the Legislature, Attorneys General, District Attorneys, Native American tribes and the general public. Coordinates and conducts briefings with the ONAA staff on Native American tribal affairs in order to advise them of complex or sensitive issues; reaches out to external stakeholders to arrange webinars and workshops regarding tribal matters. Sets up regulatory hearing locations, pulls together public notification responses, reaches out to impacted sections to gather analytical points to present to the ONAA Director.

- 20%    Researches policy matters and legislation at the request of the ONAA Director and SSM I as it pertains to the Native American community. Reviews and gathers background material for meetings and speaking engagements for the ONAA office; writes for their review written memos with the gathered information. Provides recommendations to the ONAA staff on formal policy interpretations, policy development needs, and potential advocacy and implementation requirements. Coordinates and works with departmental staff and stakeholders in developing and managing information and progress related to policy matters. Analyzes the impact of the policy decision to ensure they are consistent with the Attorney General's priorities. Reviews and analyzes legislation that has a fiscal and policy impact to the department. Reaches out to the impacted divisions and develops implementation plans to meet the new mandates. Determines if adequate funding was granted to DOJ for new mandate. Tracks all legislative mandates for the ONAA director until fully implemented.
- 15%    Troubleshoots problems on a variety of issues pertaining to the implementation of AB 3099/Tribal Assistant Program at the request of the ONAA staff and resolves them as expeditiously as possible to ensure that appropriate action is taken. Assists with the necessary travel arrangements and processes travel reimbursement claims for the ONAA staff and the assigned Department of Law Enforcement's Special Agents in Charge. Processes requests for participation in, and expense reimbursement claims for conferences, trainings, and seminars. Prepares itineraries and daily schedules. Schedules appointments by nature of priority and importance, making adjustments as required. Reviews meeting and appointment requests for completeness, and obtains additional information when needed. Acts as the point of contact on pending scheduling requests and provides written and verbal responses. Assists with setting up events for the ONAA staff, arranges meetings and conferences, participates in staff meetings, and prepares agenda items.

- 15%    Answers and screens incoming calls, gathers information, assesses problems and complaints, and determines appropriate staff to handle. Coordinates complex multi-party telephone and video conference calls. Greets and retrieves incoming guests scheduled to meet with the Attorney General and/or the Director of ONAA. Establishes and maintains an efficient system for filing correspondence and other materials and distributing materials for the Director of ONAA, SSM I, and the assigned DLE's SAC. On an as-needed basis, assists with special projects within ONAA. Assists with preparing and processing mass merge mailings and packaging large reports and/or presentations.
- 5%    Performs back-up analytical services in the absence of the other analysts within the Executive Office.

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I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature

Date

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Supervisor's Signature

Date

Revised 06/2023