



Classification: Staff Services Manager II
 (Managerial)
 Position Number: 880-230-4969-xxx

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-230-039	Classification Title: Staff Services Manager II (Managerial)	Position Number: 880-230-4969-XXX
Incumbent Name: Vacant	Working Title: Tribal Affairs Program Manager	Effective Date: February, 2024
Tenure: Permanent	Time Base: Full-time	CBID: M01
Division/Office: Communications Office		Section/Unit: Office of Public Participation
Supervisor's Name: Adriana Renteria		Supervisor's Classification: C.E.A. A

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction of a C.E.A and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Tribal Affairs Program Manager will serve in a senior-level capacity and is responsible for coordinating statewide tribal affairs efforts, providing guidance to regions, divisions, and offices on issues affecting California Native American tribes and tribal communities, and fostering positive government-to-government relationships. The Tribal Affairs Program Manager will play a crucial role in developing and delivering tribal affairs training, tribal consultation guidelines, and ensuring accurate reporting. The Tribal Affairs Program Manager is required to work independently, communicate effectively and with cultural humility, and manage multiple projects. Daily proficient utilization of the Microsoft Office Suite and regular statewide travel are required.



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Essential Functions (Including percentage of time):

30%	<p>Develop, implement, and lead statewide tribal affairs strategies in collaboration with the Director/Tribal Liaison. Identify and address tribal water issues in collaboration with Water Boards' regions, divisions, and offices. Lead efforts to identify water issues affecting tribes and tribal communities statewide and recommend policy direction to the Tribal Liaison. Provide guidance to regions, divisions, and offices on tribal engagement plans and activities, including but not limited to consultation plans, tribal summits, tribal workshops, presentations, tribal visits, tribal-related policies, designation of tribal beneficial uses etc. Serve as the primary point of contact and resource for all regions, divisions, and office Tribal Coordinators on tribal affairs strategies. Provide opportunities for input by California Native American tribes and tribal communities regarding the development of Water Boards policies, programs, and regulations that may affect tribes and tribal communities.</p>
30%	<p>Facilitate collaboration with tribal nations, communities, and various governmental agencies to address the water needs of tribes and tribal communities. Work closely with Water Boards regions, divisions, and offices to coordinate effective government-to-government consultations, ensuring clear and effective communication and implementation. Ensure compliance on all tribal consultation laws and policies such as B-10-11, N-16-22, AB 2108, AB 923, the Water Boards Tribal Consultation Policy, and the Cal EPA Tribal Consultation Policy and Tribal Consultation Protocol. Coordinate with Tribal Liaison, executive officers, executive director, Board chair, Office of Chief Counsel to address compliance issues promptly, lead the development of plans to address deficiencies, provide training and guidance to executive leadership on compliance requirements, facilitate relationship rebuilding and conflict resolution between the Water Boards and tribal governments to ensure compliance is adhered to.</p> <p>Evaluate and revise existing tribal consultation protocols and internal consultation tracking mechanism. Develop board briefing materials, coordinate briefing meetings, and track progress on all consultations. Work with the regions, divisions, and offices to ensure compliance on quarterly and annual tribal consultation reporting. Lead the coordination and review of quarterly and annual progress reports for tribal affairs program, Human Right to Water Report, Tribal Advisory Committee reports, State Water Board's Racial Equity Action Plan and CalEPA Bi-annual Environmental Justice report. Review staff work to ensure accuracy of tribal affairs data and maintain organized and accessible information on intranet and SharePoint sites. Direct staff to develop reports on tribal activities and as directed by the Tribal Liaison. Research and assist in the preparation of legislative bill analyses, tracking legislation to determine potential impacts on tribes and tribal communities.</p>



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	<p>Facilitate collaboration with tribal nations, the Water Boards, and state and federal agencies such as the Department of Water Resources, Department of Fish and Wildlife, Department of Housing and Community Development; federal agencies such as the U.S. Environmental Protection Agency, U.S. Fish and Wildlife Service, the National Park Service, the U.S. Bureau of Land Management, the U.S. Department of the Interior Bureau of Indian Affairs, and other relevant management authorities in order address the water needs of tribes and tribal communities. Represent the Water Boards at events throughout local tribal communities, regions, and the state. Formulate opportunities to improve and implement tribal engagement strategies to facilitate stronger relationship building with tribes, this can include, but is not limited to: develop regular email updates, tribal-focused workshops, tribal capacity building trainings, tribal site visits, and other tribal-specific engagement opportunities.</p>
25%	<p>Directly supervise one (1) Staff Services Manager I (Tribal Affairs Specialist). Provide leadership, direction, and mentorship to the Tribal Affairs Specialist, ensuring their professional growth and development. Assign and monitor projects/tasks and ensure staff understand objectives and time constraints prior to starting assignments. Check work progress to ensure timeliness and quality. Review completed assignments and correspondence for quality and clarity. Determine staff training needs. Recruit, train, evaluate performance, prepare Individual Development Plans (IDPs) and probationary reports, track attendance, approve requests for training and travel, counsel staff, and prepare corrective actions. Facilitate regular communication, set clear expectations and project assignments, provide constructive feedback, and address any challenges or concerns that may arise within the team. Oversee the implementation of tribal affairs initiatives, coordinate workflow, and ensure that team objectives align with organizational goals. Assist with difficult or urgent specialized projects and personally perform the more complex projects.</p>
10%	<p>Develop, deliver, and maintain training hosted via the Training Academy for Water Boards staff on California Native American tribal history, tribal consultations, and best practices for working with tribes. Identify opportunities for additional guidance or templates and work to solicit input from Water Boards staff and tribes during the development of guidance documents. Manage multiple projects related to tribal affairs, such as but not limited to: supporting tribal engagement in development of instream flows, statewide plans like the Bay-Delta Plan, development of tribal beneficial uses, implementation of the Governor’s Salmon Strategy, implementation of AB 2108 water quality projects, and much more. Evaluate, improve, or develop new systems for project management and coordination as appropriate. Utilize Microsoft Office Suite to ensure collaboration and cross-departmental coordination.</p>
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.



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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 13th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Evening and weekend work may be necessary. Frequent travel within the state is required.

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 a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES NO

Employee Name	Employee Signature	Date