

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 27378	DGS OFFICE or CLIENT AGENCY Native American Heritage Commission	
UNIT NAME Administrative Division	REPORTING LOCATION West Sacramento	
SCHEDULE (DAYS / HOURS) Monday - Friday 8:00 - 4:30 (Telework Option)	POSITION NUMBER 361-001-5393-003	CBID R01
CLASS TITLE Associate Governmental Program Analyst	WORKING TITLE AGPA - Telework Option	
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 Americans by preserving all known sacred sites and providing respectful treatment and disposition of ancient Native American human remains and associated grave goods to the fullest extent of the law." NAHC employees are expected to adhere to the Core Values and Employee Expectations and to perform their duties in a manner that exhibits and promotes these values and expectations.

POSITION CONCEPT

Under the direction of the Staff Services Manager I (Administration Manager) the Associate Governmental Program Analyst (AGPA) is responsible for the varied and complex analytical public outreach and policy work related to the NAHC. The position will handle special projects and be the lead analyst on cross-divisional projects. Other duties may include the creation and maintenance of; policies and procedures, help desk ticketing log, and other administrative processes.

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

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Schedule in-person and virtual Commission meetings, public meetings, educational seminars, and other external meetings. Oversee contract staff responsible for data and video recording, posting, and archiving. Track costs associated with in-person and virtual meetings. Responsible for ensuring participants have access to digital and physical materials for each meeting. Prepare various reports relating to meeting activities. Prepares draft agendas and records commission meeting minutes for both open and closed sessions.
25%	Develop and create administration policies, procedures, memorandums, and department-wide reports. Submit, coordinate, track, and respond to help desk tickets with the California Natural Resources Agency (CNRA). Serve as the liaison to CNRA in resolving issues relating to help desk tickets.
20%	Manage social media assets and public outreach. In collaboration with management, the incumbent will organize, create, post, and manage various social media and website content. This includes ensuring Bagley-Keene Act compliance relating to agenda notifications. Develop, implement, and maintain a media marketing plan, not limited to Facebook, Twitter, NAHC

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PERCENTAGE	DESCRIPTION
	<p>website, and Instagram. Independently manage the NAHC's webpage and social media presence including but not limited to monitoring comments and feedback, adherence to posting guidelines and mandates.</p> <p>Draft social media content and develop social media campaigns, highlighting and maximizing program initiatives and benefits.</p> <p>Act as Public Information Officer for the NAHC responsible for gathering information related to media relations, public information, and reporting.</p>
20%	Manage interdepartmental and intradepartmental projects. This may include the NAHC's Strategic Plan, Native American Day, and other interdepartmental and intradepartmental projects. This position will track the goals and objectives of these projects to ensure the NAHC meets identified deadlines. Keep commission in compliance with the Americans with Disabilities Act (ADA) as it relates to electronic and public communication.
5%	<p>May require travel and the use of various transportation modes, i.e., airplane, taxi, car, etc.</p> <p>Perform other duties as assigned.</p>

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
	This position is eligible for telework, in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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.

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

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UNIT NAME Administrative Division	REPORTING LOCATION West Sacramento	
SCHEDULE (DAYS / HOURS) Monday - Friday 8:00 - 4:30 (Telework Option)	POSITION NUMBER 361-001-5157-XXX	CBID R01
CLASS TITLE Staff Services Analyst	WORKING TITLE SSA - Telework Option	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

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

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POSITION CONCEPT

Under the supervision of the Staff Services Manager I (Administration Manager) the Staff Services Analyst (SSA) will be a part of an interdisciplinary team responsible for independently performing the less complex analytical duties related to the NAHC. The position will assist the Administration Division in handling special projects and cross-divisional projects. Other duties may include assisting in the creation and maintenance of; policies and procedures, provide back up to the Administration Division in help desk ticketing log, and other administrative processes.

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

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Help aid the NAHC by scheduling in-person and virtual Commission meetings, public meetings, educational seminars, and other external meetings. Monitor contract staff responsible for data and video recording, posting, and archiving. Provide assistance in tracking costs associated with in-person and virtual meetings. Responsible for ensuring participants have access to digital and physical materials for each meeting. Prepare various reports relating to meeting activities. Prepares draft agendas and records commission meeting minutes for both open and closed sessions.
25%	Help develop and create administration policies, procedures, memorandums, and department-wide reports. Submit, coordinate, track, and respond to help desk tickets with the California Natural Resources Agency (CNRA). Serve as the liaison to CNRA in resolving issues relating to help desk tickets.
20%	Assist in social media assets and public outreach. In collaboration with management, the incumbent will help organize, create, post, and manage various social media and website content. This includes ensuring Bagley-Keene Act compliance relating to agenda notifications.

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PERCENTAGE	DESCRIPTION
	<p>Develop, implement, and maintain a media marketing plan, not limited to Facebook, Twitter, NAHC website, and Instagram. Independently manage the NAHC's webpage and social media presence including but not limited to monitoring comments and feedback, adherence to posting guidelines and mandates.</p> <p>Draft social media content and develop social media campaigns, highlighting and maximizing program initiatives and benefits.</p> <p>Assist the Public Information Officer in gathering information related to media relations, public information, and reporting.</p>
20%	<p>Assist with the interdepartmental and intradepartmental projects. This may include the NAHC's Strategic Plan, Native American Day and other interdepartmental and intradepartmental projects. This position will track the goals and objectives of these projects to ensure the NAHC meets identified deadlines. This position will assist in compliance with the Americans with Disabilities Act (ADA) as it relates to electronic and public communication.</p>
5%	<p>May require travel and the use of various transportation modes, i.e., airplane, taxi, car, etc.</p> <p>Perform other duties as assigned.</p>

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is eligible for telework, in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required.

The incumbent will be provided with working space at NAHC offices, including a desk, computer, and telephone.

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Standing or sitting in a seated position for extended periods of time.

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