

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER 27382	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- 4:30 pm	POSITION NUMBER 361-001-5157-003	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

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 Environmental and Cultural Staff Services Manager I (SSM I), 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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PERCENTAGE	DESCRIPTION
	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**

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.

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

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UNIT NAME Environmental and Cultural Division	REPORTING LOCATION West Sacramento	
SCHEDULE (DAYS / HOURS) Monday-Friday 8:00 am - 4:30 pm	POSITION NUMBER 361-001-5393-XXX	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 Environmental and Cultural Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) will be part of an interdisciplinary team responsible for independently performing more complex analytical duties, including but not limited to, maintaining the Native American Land Information System (NALIS), representing 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 with their jurisdiction to mitigate CEQA project impacts on tribal cultural resources, in order to fulfill the NAHC's statutory responsibility 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%	Independently manages, oversees, and maintains the CEQA environmental documents, including timber harvest plans, by consulting with tribal governments and lead agencies and assisting business partners, analyzing and evaluating the information, and documentation provided by the Tribal governments, Sacred Lands File, California Historical Information Centers, ethnographic, historical, and archaeological data, utilizing the NALIS database, in order to determine impacts to Native American cultural resources, pursuant to CEQA, and to ensure all possible impacts to Native American cultural resources pursuant to CEQA have been identified. Failure of leading agencies to follow such action may result in legal action.
25%	Reviews, prepares, and facilitates the resolution of all activities involving the discovery of Native American human remains by designating a Most Likely Descendant (MLD) for the treatment and disposition of the remains and any associated funerary items, mediating MLD disputes and reporting to the county coroner's office, in order to fulfill the NAHC's responsibility of protecting

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	graves and cemeteries of Native Americans. Ensures that all investigations and excavations are in accordance with California state laws, utilizing various resources that include the MLD database register, information submitted by tribal governments, and various scholar references.
25%	Reviews and analyzes demographic data provided by California Indian tribes, public agency representatives, landowners, developers, and environmental consultants. This includes reviewing and editing mapping information submitted during tribal consultation and sending approved maps via email or mail. Utilizes the Geographic Information System with information provided by tribes to create or copy maps, update and upload village sites from tribal consultation, and finalize outcomes into NALIS, ensuring continued development and ongoing application of NALIS in accordance with California state laws.
10%	Acts as a lead direct representative of the NAHC by facilitating investigations and initiating and scheduling site visits, 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 regarding access or preventing severe and irreparable damage to these sacred sites pursuant to Public Resources Code section 5097.97, preparing follow-up correspondence and utilizing California State Legislation to develop a comprehensive reporting with recommendations to upper management.
5%	Confers with management by attending in-house staff meetings, one-on-one meetings, quarterly meetings, and is required to participate in committee meetings and trainings in order to implement actions ensuring the protection of tribal cultural resources. Corrected

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Reviews and responds to necessary environmental documents, environmental impact reports, and public requests, as well as informing Native American tribes, in order to maintain the continuity of the Native American Heritage Commission Sacred Lands File Database and ensure the protection of tribal cultural resources and compliance with Public Resources Code section 5097.94.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

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SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED