

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

NAME:

POSITION NUMBER: 420-092-7500-xxx

JOB TITLE: Director, Office of Native American Affairs

CLASSIFICATION: Career Executive Assignment (CEA), Level A

STATEMENT OF DUTIES: Under the general direction of the Chief of Staff, the Director is responsible for the strategic planning, organizing, and policy development for the Office of Native American Affairs (ONAA). This includes the development of a comprehensive strategy to reach tribal communities at a local, regional and statewide level; providing leadership, direction and policy recommendations for the Attorney General and Executive management; and to improve the government-to-government relationship between the Attorney General and Department of Justice and tribal governments. The incumbent facilitates and promotes a framework for statewide tribal and state partnerships that will encourage the coordination and collaboration between tribal, state, federal and local justice agencies. The Director works closely with state and federal agencies to advocate for the health, welfare and safety of tribal communities and provide recommendations and alternative actions in response to federal and state legislation and regulations. The incumbent researches educational efforts for tribal, state and local governments on topics related to justice in California's Indian Country.

SUPERVISION RECEIVED: Reports to the Chief of Staff and may also receive direction from the Chief Deputy Attorney General.

SUPERVISION EXERCISED: Oversees staff in the ONAA through a subordinate Staff Services Manager I.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

60% Serves as the tribal liaison between the Department of Justice (DOJ) and federal, tribal, state and local justice systems on behalf of the Attorney General, Advises the Attorney General and Executive management on pertinent issues relating to tribal and state government relations and matters that promote the health, safety and welfare for California's tribal citizens. Responds to highly sensitive issues relating to tribal justice issues and activities and develops and identifies strategies and recommendations. Develops policy, outreach plans, and strategizes implementation focusing on

collaboration and meeting the needs of tribal governments and constituents involved. Works with tribal liaisons or other government representatives to identify partnerships that can assist in outreach activities. Appears before tribal councils on behalf of the Attorney General to address DOJ policies, positions and proceedings. Facilitates and attends collaborative meetings with representatives from tribal governments, with or without law enforcement, local, state and federal law enforcement agencies and/or justice organizations. Assists various legal sections and other DOJ programs on tribal law related matters, such as the Missing and Murdered Indigenous Persons crisis, hate crimes and other civil rights violations, tobacco regulation and enforcement, compliance with the Indian Child Welfare Act, the protection of tribal cultural resources, and the application of Public Law 38-280.

- 20% Assists in conducting research and writing high-level analyses and policy briefs. Represents the Attorney General, as assigned, in meetings with tribal officials and representatives, and at speaking appearances. As determined by the Attorney General or Chief of Staff, organizes and explores funding opportunities for public or private collaboration projects. Facilitates and promotes a statewide framework for state and tribal partnerships that encourage the cooperation and collaboration between tribal, state, federal and local justice agencies through coordination of intergovernmental services, programs and technical assistance for justice-related issues.
- 20% Prepares special correspondence and performs other programmatic, analytical and administrative duties as required. Works in conjunction with the Office of Communications to develop public awareness brochures, booklets, videos and other tribal-related products. Maintains the ONAA website. Develops a database network of organization leaders, associations and points of contact for the ONAA and the Attorney General.

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.

Employee Signature

Date

Supervisor Signature

Date

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