



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Cultural Resources Division	Associate Governmental Program Analyst	549-840-5393-004
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Tribal Affairs Program	NAGPRA Program Analyst	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Headquarters	Statewide Museum Collections Center, Sacramento	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		Senior Park & Recreation Specialist
POSITION DESCRIPTION		
<p>Under the direction of the Senior Park & Recreation Specialist (Tribal Affairs Program Manager), the Associate Governmental Program Analyst (NAGPRA Program Analyst) assists with complex technical analytical staff services assignments, such as program evaluation and planning; policy analysis and formulation; systems development; and continually provides consultative services to management or others. The NAGPRA Program Analyst works as part of an interdisciplinary team focusing on matters related to the repatriation of Native American human remains and cultural items in compliance with the federal Native American Graves Protection and Repatriation Act (“NAGPRA”) and California Native American Graves Protection and Repatriation Act of 2001, as amended (“CalNAGPRA”).</p> <p>Duties include assisting and coordinating government-to-government consultation meetings with California Indian tribes, and administrative support for the NAGPRA program. The NAGPRA Program Analyst reviews analytical studies, surveys, and other repatriation related materials; assist in the formulation of procedures, policies, and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on the impact or potential impact; participates in a team and/or coordinate the efforts of representatives of various governmental agencies on larger projects; may represent the department as assigned; and perform other related duties The reporting location is Statewide Museum Collections Center (SMCC), Sacramento, CA.</p>		
<p>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<p>Native American Cultural Preservation Support – Performs administrative assignments to meet program objectives, deadlines and deliverables. Facilitates statewide communications with California Indian tribes. Assists with developing and tracking consultations with tribes. Serves as field representative in complex consultations with tribes. Assists the Senior Park & Recreation Specialist with written reports. Conducts policy analysis and evaluations; formulates and evaluates policies, programs, and procedures; and organizes and manages policy, programs and project meetings on tribal-related matters statewide.</p>	
25%	<p>NAGPRA Program Support – Provides support to the NAGPRA Program Lead in tracking and preparing submittals to meet requirements of the National Park Service’s National NAGPRA and California’s Native American Heritage Commission Cal-NAGPRA Program. Assists the NAGPRA Program Lead with written staff reports. Supports work of the NAGPRA Program, and maintains system for tracking correspondences, submittals and activities related to the work of the subprogram as well as operation of the NAGPRA Park Operations Policy Group (POPG).</p>	
20%	<p>NAGPRA Program Administration — Responsibilities include Grant administrative support and guidance for statewide and support of field operations. Develops, maintains and updates reports monthly to keep management informed about the Native American Cultural Preservation program, tribal consultation</p>	



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	efforts, and project status. Provides programmatic planning, reporting, and tracking (e.g. MS Excel) for tribal consultations and ensuring timely coordination with the Native American Cultural Preservation Team, Tribal Affairs Program, Tribal Liaison/NAGPRA Coordinator, State Archaeological Collections Research Facility, and other relevant staff. Analyzes information and makes recommendations on improvements to NAGPRA Program and project delivery.	
10%	Training – Supports timely development, facilitation, and recording of trainings for District Tribal Liaison Contacts and other staff as needed.	
5%	Administrative – Attends meetings and trainings; maintains necessary records, ensuring records are handled per policy; and prepares administrative paperwork required to meet operational needs.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Performs other job related duties as necessary for operational continuity.	
TYPICAL WORKING CONDITIONS		
The position requires intermittent travel throughout the State and occasional irregular work hours.		
TELEWORK DESIGNATION:		
This position is designated as telework eligible-office centered.		
SPECIAL REQUIREMENTS:		
Possession of a valid class “C” Driver’s License is required.		
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>		
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 WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE