

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

**NAME:**

**POSITION NUMBER:**

**CLASSIFICATION:** Associate Governmental Program Analyst (AGPA)

**STATEMENT OF DUTIES:** Under the direction of the Staff Services Manager (SSM) I in the Directorate Division, Office of Native American Affairs (ONAA) the AGPA serves as a liaison between California's 109 federally recognized tribal governments and the Department of Justice (DOJ) for purposes specific to Assembly Bill (AB) 44 (Ramos, 2023). The AGPA will convene and facilitate meetings with tribal leadership and tribal staff to gather information, provide guidance and technical assistance, and assess AB 44 applicability for each tribal government. The AGPA will be responsible for promoting California Law Enforcement Telecommunications System (CLETS) access, and assisting in the resolution of concerns raised by tribal governments in pursuit of their accessing CLETS. The AGPA will also engage in ongoing tribal consultation and/or intergovernmental engagement efforts for a successful implementation of AB 44 on behalf of ONAA. The AGPA performs duties that require independence of action, analysis, professionalism, political acumen, excellent interpersonal skills, diplomacy, flexibility, and the ability to work under pressure.

**SUPERVISION RECEIVED:** Reports to the SSM I of ONAA. May also receive direction from the Director of ONAA.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at a computer screen for extended periods of time, ability to type on a computer keyboard for extended periods of time, ability to rotate and work at different computer workstations at various times, ability to type 40 words per minute, and lift up to 40 pounds. Travel throughout California is required and out-of-state travel may be required.

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

**ESSENTIAL FUNCTIONS:**

- 50% Performs extensive outreach, conducts surveys, solicits feedback, and holds regular meetings to create and develop guidance materials specifically for tribal governments and their access to CLETS. Provides technical assistance to tribal governments regarding the differences between the federal Tribal Access Program and CLETS, and maintains cooperative relationships with federal counterparts. Coordinates and

collaborates with California Justice Information Services (CJIS) and tribal governments on implementing policies and procedures that identify and reduce barriers for tribal access to CLETS. Implements a formal feedback process and monitors key performance indicators/metrics to gather information on Tribal Law Enforcement and Tribal Courts accessing or wanting access to CLETS. Engages with tribal leadership and other stakeholders to align process improvement initiatives with AB 44 objectives, executes projects, and regularly communicates with all stake holders to ensure transparency in meeting goals.

25% Collaborates and coordinates with CJIS on the development and maintenance of guidance and other educational materials to ensure accuracy and completeness of information, distribution of said information to tribal governments, and assist in identifying areas for improvement in communication, forms, and other documents. Stays informed on and assesses AB 44 applicability for each tribal government in promoting CLETS access by creating a continuous process improvement. Provides recommendations to the Director and/or SSM I regarding AB 44 work progress, including efficiencies and improvements.

20% Establishes and maintains positive and collaborative working relationships with justice partners to successfully complete tasks and projects in alignment with AB 44, CJIS, and ONAA's mission, vision, values, and goals. Attends, coordinates, and facilitates meetings to discuss the requirements to access CLETS with tribes, tribal representatives, and/or tribal organizations. Regularly communicates with all DOJ departmental and divisional staff to ensure continuous quality improvements and developments related to AB 44. Independently performs special projects and provides various analyses requested by ONAA director and/ or SSM I, which may require oral and/or written presentations.

**MARGINAL FUNCTIONS:**

5% Participates in the training, events, and other Tribal Assistant Program duties for the process of improving government to government relationships, as well as providing extra support and mentorship. Serves as a back up to the team when team members are out on leave or to cover extreme workload demands. May also serve as "back up" to the SSM I.

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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.

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Employee Signature

Date

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Supervisor Signature

Date

(Rev. 01/2025)