



Duty Statement

Organization	Name
California Natural Resources Agency	Vacant
Position Number	Effective Date
534-001-4800-018	
Classification Title	Working Title
Staff Services Manager I (Specialist)	Tribal Affairs and Community Engagement Specialist
CBID	Supervisor
E48	Kaitlyn Kalua, Deputy Director, OPC

Position Description

Under the direction of the Deputy Director for the Ocean Protection Council (OPC) and working in close coordination with other OPC staff and California Natural Resources Agency (CNRA) leadership, the Staff Services Manager (SSM) I (Specialist) acts as OPC's Tribal Affairs and Community Engagement Specialist. The SSM I (Specialist) performs high level tasks related to tribal affairs and community engagement, with a focus on advancing and embedding equity across all aspects of OPC's work. The incumbent will work with OPC's Tribal Liaison to support meaningful engagement with California Native American tribes across ocean and coastal programs. The incumbent will also support meaningful engagement with coastal communities in California, including communities historically burdened by environmental injustice and other vulnerable communities. To ensure OPC programs reflect tribal and community needs, the incumbent will work across a range of OPC program areas, including, but not limited to, sea level rise adaptation, protection and restoration of coastal and marine ecosystems, and offshore wind. Overall, the incumbent will be responsible for implementation of OPC's mission and CNRA priorities on ocean and coastal matters.

Position Category

This position is categorized as Remote-Centered. The position's job duties can be performed while teleworking 50% or more of the time within a work month from an alternate work location. The position incumbent can telework with a management approved telework agreement and schedule. Satisfactory job performance is required to maintain a teleworking agreement.

Essential Functions

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

35% Policy Analysis and Alignment

- Act as point of contact to between CNRA agencies to strengthen interagency coordination and collaboration for tribal affairs and community engagement on assigned ocean and coastal topics. Attend monthly Tribal Liaison meetings on agency-wide tribal engagement efforts. All activities will be conducted in close coordination with OPC's Executive Director, CNRA's Deputy Secretary for Tribal Affairs, CNRA's Deputy Secretary for Equity and Environmental Justice, and OPC's Tribal Liaison.
- Track and align recommendations, milestones, and outcomes outlined in state strategic plans and policies for California Native American tribes and underserved communities; identify and facilitate collaborative state agency efforts that maximize efficiencies, including coordinated outreach, tribal consultation and community engagement efforts, to reduce burdens for participation. Work closely with state and federal partners, depending on the program topic, to align state and federal activities related to tribal and underserved community engagement.
- Lead OPC's efforts to identify and incorporate tribal priorities into ocean and coastal environmental research and monitoring, including Traditional Knowledges. Identify mechanisms for meaningful tribal participation across OPC priority programs. Support development of best practices for monitoring and evaluation of impacts on tribal cultural resources.
- Lead OPC's efforts to understand and minimize impacts from coastal and ocean activities on coastal tribal cultural resources, in partnership with tribes. Assess needs for tribal cultural resource inventories and direct investments to advance priorities.
- Lead OPC's efforts to engage with California communities, and review and track applicable projects and programs to identify concerns related to underserved and vulnerable communities and make recommendations to OPC and CNRA leadership to address community concerns, while advancing coastal access and ocean health.
- Identify pathways to support tribal and community workforce development in ocean and coastal programs, in coordination with broader workforce development efforts by the state.
- Track, review, and analyze proposed legislation related to state tribal affairs and community engagement requirements. Coordinate with state agency partners to align recommendations, where possible. Review state and federal documents to ensure tribal and underserved community priorities are sufficiently incorporated and addressed.

- Evaluate internal programs, identify opportunities for improvement, and implement recommendations to advance implementation of OPC's Tribal Engagement Strategy, Equity Plan, and integrate equity principles from California's Equity Foundation Checklist into state ocean and coastal programs to ensure benefits to tribes and underserved communities.

35% Partnership and Engagement with California Native American Tribes and Coastal Communities

- Establish and maintain relationships with California Native American tribal leaders and tribal community members. Convene and facilitate meetings, listening sessions and roundtables with tribes and coastal communities to understand concerns and priorities related to ocean and coastal management.
- Support OPC's Tribal Liaison in formal and informal tribal consultation and other tribal engagement efforts and collaborate with other state agency tribal liaisons on issues related to ocean and coastal management.
- Partner with OPC's Tribal Liaison in providing ongoing training to OPC staff members regarding best practices and procedures for conducting tribal engagement. Provide overarching guidance for community engagement to OPC staff, as well as project-specific direction and support related to community engagement.
- Support agenda development and facilitation of state-coordinated tribal working groups, where applicable.
- Identify pathways to compensate tribes and underserved communities for participation, expertise, and to support capacity building related to ocean and coastal management.

20% Contract and Grant Management

- Develop and oversee contract and grant agreements to support tribal affairs and/or underserved community engagement, including capacity building.
- Seek opportunities to leverage additional funds and expertise for synergistic purposes. Embed a commitment to equity and environmental justice as part of funding opportunities.
- Ensure compliance with the terms of contracts and grants. Review and evaluate achievements associated with the contracts and grants. Coordinate with technical and administrative staff.
- Ensure timely completion of project objectives and required deliverables.

5% Support Diversity, Equity, and Inclusion

- Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.
- Embed equity and environmental justice considerations into policies and practices.
- Participate and, at times, lead tribal affairs and equity trainings and events on behalf of OPC.

Marginal Functions

5% Other Related Duties as Necessary and Assigned

- Represent the Executive Director, Deputy Director, and OPC Tribal Liaison in meetings with agency leadership or external partners on assigned ocean and coastal matters.
- Prepare various reports, correspondence, public outreach materials, and other communications.

****These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.***

Employee/Supervisor Statement

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation.

Employee

Signature: _____ Date: _____

Print Name: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor

Signature: _____ Date: _____

Print Name: _____