

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

INCUMBENT: Vacant

POSITION NUMBER: 420-092-4800-xxx

JOB TITLE: Staff Services Manager I (Specialist)

STATEMENT OF DUTIES: The Staff Services Manager (SSM) I (Specialist) serves as a highly-skilled Department specialist for the Office of Native American Affairs (ONAA), Tribal Assistance Program (TAP). On behalf of the Director of ONAA, the SSM I serves as a subject matter expert, and acts as a point of contact and lead coordinator with other Department of Justice (DOJ) divisions and sections for TAP, such as the DOJ's Research Center, external consultants, and the designated Special Agent in Charge (SAC) from the Division of Law Enforcement (DLE). The SSM I is responsible for providing lead direction to program staff, as well as serve as a liaison, as directed by the Director, with other government and community agencies, for all necessary and mandated activities and product materials for the successful implementation of the Tribal Assistance Program (Assembly Bill (AB) 3099).

SUPERVISION RECEIVED: Reports directly to the Director of ONAA.

SUPERVISION EXERCISED: The SSM I will supervise analytical staff and may supervise activities of others contributing to the TAP.

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. Travel may be required.

ESSENTIAL FUNCTIONS:

45% Provides subject matter expertise, and acts as point of contact and lead coordinator with other DOJ divisions and sections, such as the DOJ Research Center, external research consultants and subject matter experts, the assigned DLE SAC, and the DOJ-Communications Section for all necessary and mandated activities and product materials for the successful implementation of the TAP's (AB 3099) mandates. Maintains content on ONAA website. Assists with and/or acts as facilitator for all outreach activities with tribal and non-tribal entities at all stages of the development of mandated outreach; training and educational materials, at all stages of the mandated missing and murdered Native American people study; and during all stages of the mandated reporting requirement to the legislature for the study. Responsible for the coordination and collaboration with DLE, the DOJ Research Center, other divisions or sections within the DOJ as necessary, and the Director of ONAA, in proposing recommendations, including

possible legislative recommendations, to improving the reporting and identification of missing and murdered Native Americans, particularly women and girls.

- 20% Functions in an area of extreme cultural sensitivity requiring a high level of cultural competency in working both in the California Native American community and the general Native American community. Responsible for coordinating and conducting outreach activities with all mandated stakeholders, including Native American victims and their families, independently and/or in coordination with the Director of ONAA.
- 10% Assists in developing recommendations on and implements optimal coordination efforts by the DOJ for outreach, training and education between tribal governments, tribal police and state and local law enforcement agencies, and assists and/or acts as facilitator for those coordination efforts as they relate to Public Law 83-280.
- 10% Develops materials and brochures that support mandates of the TAP (AB 3099).
- 10% Supervises and manages one Staff Services Analyst (SSA) and one Associate Governmental Program Analyst (AGPA). Reviews staff work for accuracy and completion and assists staff to resolve issues. Completes probationary and annual appraisals for the SSA and AGPA. Ensures adherence to the Department's equal employment opportunity policies.
- 5% Performs special projects, as directed, which includes performing research, preparing and drafting correspondence, and providing recommendations to the appropriate staff regarding ONAA's responsibilities.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910)

Employee's Signature _____ Date _____

Supervisor Signature _____ Date _____