



## **Assistant Secretary for Tribal Affairs**

Natural Resources Agency  
Duty Statement

The Assistant Secretary for Tribal Affairs will help cultivate and ensure the participation and inclusion of tribal governments and communities within the work of the California Natural Resources Agency, supporting the effective integration of these governments' and communities' interests in environmental policymaking. This position will advance programs, policies, regulations, and new laws to strengthen these working relationships, and will coordinate tribal affairs across the Agency and with external governments and organizations. The position will further support and expand the Agency's effort to institutionalize tribal consultation practices into its program planning, development, and implementation decisions.

The Assistant Secretary for Tribal Affairs is appointed by the Governor and will report to the Agency's Deputy Secretary for External Affairs. This position will collaborate closely with the Secretary, Undersecretary and other Agency executive team members, as well as department directors and members of the Governor's Office including the Governor's Tribal Advisor. The Assistant Secretary will lead work that requires a high degree of skill in planning, project management, team leadership, communication, presentation, problem solving, and program evaluation.

Specific duties include, but are not limited to the following:

### **ESSENTIAL FUNCTIONS**

35% **External Engagement:** Serve as the Agency's liaison with Tribal governments and other governmental agencies, as well as community organizations and the public. Track and coordinate meaningful consultation and outreach efforts related to the Governor's Executive Order B-10-11 and implementation of Assembly Bill (AB) 52. Represent the Agency at governmental work groups, public outreach forums, and meetings with stakeholders and the public. Participate in site visits or meetings about proposed or active Agency projects where Tribal concerns exist to find mutually beneficial solutions. Support capacity

building in Tribal communities to build knowledge and access to Agency resources.

- 25% **Policy and Program Development:** Ensure Agency programs and initiatives fully integrate Tribal engagement and interests and lead an active process of respectfully seeking, discussing, and considering the views of California Indian Tribes and Tribal communities. Advise Agency leadership on policies, programs, budgets, legislative priorities, grants, and strategies to strengthen partnerships with Tribal governments, tribal communities, and other governmental agencies, as well as community organizations and the public. Work with Agency and Departmental leaders to institutionalize full integration of tribal engagement and interests in the Agency's decision-making on natural, historic and cultural resources. Assist the efforts in close collaboration with the Governor's Tribal Advisor to develop the new California Indian Heritage Center and related taskforce.
- 25% **Coordination:** Lead collaboration across the Agency to serve as the central point of contact and ensure consistent Tribal and intergovernmental engagement practices in all departments and programs. This includes building a strong agency-wide team of Tribal Liaisons that can identify challenges and opportunities that requires the Assistant Secretary's intervention. This position will coordinate with federal and state Tribal programs and partners, obtaining information on best management practices and procedures, as well as manage collaborations and partnership opportunities with tribes.
- 15% **Communications:** Regularly share Agency progress on Tribal Affairs by shaping and executing regular communication within and beyond our Agency through our website, emails, and social media content. Ensure our Agency's public materials reflect our Tribal priorities and provide the Secretary and Governor's office key information to convey in their public events. Effort to regularly inform Tribal governments and communities of issues of interest.

Applications can be submitted at <https://www.gov.ca.gov/application-for-appointment/>