



## California Complete Count – Census 2020

### Position Duty Statement

<b>Classification Title</b> Appointee	<b>Department</b> California Complete Count (CCC) Census 2020
<b>Working Title</b> Tribal Affairs Specialist	<b>Office/Unit/Section/Geographic Location</b> State-wide Outreach
<b>Position Number</b>	<b>Effective Date</b> Newly Established July 2019

**General Statement:** The U.S. Constitution mandates that the U.S. Census Bureau conduct a general count of its population every 10 years. The next nationwide decennial census will take place in the early part of 2020. Local, state, and Federal governments use the decennial census for the purposes of apportioning their districts, and the Federal government uses it to distribute approximately \$600 billion dollars in Federal funds annually among tribal, state and local governments to fund critical programs, social services and infrastructure projects. The State of California depends on census data and Federal funds to deliver quality services to its residents. The California Complete Count - Census 2020 (CCC) Initiative is comprised of a broad-based coalition of community organizations, advocates, the private sector, interfaith communities, and philanthropy all working together to inform, educate and mobilize all Californians to get counted in 2020.

### ABOUT THE ROLE

Working under the direction of the Deputy Director of State-wide Outreach, the Tribal Affairs Specialist will oversee the development of a comprehensive strategy to reach tribal communities at a local, regional and statewide level to participate in the 2020 census. This will require working with tribal governments, media and outreach partners. This position will oversee a Tribal outreach and communications effort to engage tribal communities on the Census and ensure their participation. This position also requires time in the office reviewing, analyzing and providing verbal and written input and reports on deliverables directly related to outreach work.

The Tribal Affairs Specialist is responsible for the coordination of the California Complete Count Office tribal outreach activities, including be not limited to convenings, events and meetings. The position is set within a fast-paced, outcomes-driven environment, and requires frequent interaction with tribal governments, top-level management, community leaders, and other government officials to facilitate a complete and accurate 2020 Census count of California. Extensive travel may be required.

Duties and Responsibilities include, but are not limited to:

### Tribal Outreach Efforts (45%)

- Evaluate tribal outreach plans ensuring activities for conducting Census 2020 outreach to tribal members residing in their respective geographical service area are denoted.

- Work with tribal liaisons or representatives to identify partnerships that can assist in outreach activities.
- Manage all contracts associated with Tribal Outreach and coordinate check-ins/meetings with tribal liaisons or representatives monthly, or as needed to facilitate assistance on outreach efforts through the Census outreach period.
- Coordinate activities between the tribal media contractor and the state-wide media contractor. Ensure coordination and collaboration with the CCC Office Communications team.
- Responsible for ensuring tribal governments submit a final report to the CCC Office after outreach activities have been completed, and no later than June 30, 2020.

### **Analysis and Research (30%)**

- Assist with the coordination and implementation of the data-driven outreach strategy initiative, that may include language access research.
- Problem-solve and identify strategies and recommendations for the prioritization of projects, issues and activities that benefit the initiative.
- Assist in conducting research and writing high-level analyses and policy briefs.
- Analyze and interpret robust data for delivery of project outcomes. Compose correspondence and communications, as needed.

### **SwORD Education/Training (20%)**

- Acquire SwORD training from Census Data Mapping and Geographic Information System (GIS) Manager.
- Conduct user training for Tribal Governments to ensure tribal partners contribute to SwORD data and mapping.

### **Other Duties (5%)**

Performs other related duties as required to support the functions of CCC including, but not limited to, reviews and comments on CCC guidance, policies and procedures; attends job-related Governor's Office (GO), GovOps, CCC and other related CCC Census 2020 meetings; participates in assigned special projects and work groups, including special assignments from GovOps for the Census; and maintains project files.

#### **A. Supervision Received**

The Tribal Affairs Specialist reports directly and receives most assignments from the Deputy Director, State-wide Outreach. However, direction and assignments may also come from the Chief Deputy Director and other executive staff.

#### **B. Supervision Exercised**

None.

#### **C. Administrative Responsibility**

Review strategic plans, reports and invoices.

**D. Personal Contacts**

The Tribal Affairs Specialist interacts with the CCC Census 2020 Director, Chief Deputy Director, Deputy Directors, Assistant Directors and management and staff of CCC. This position will also interact with the GO and Agency Secretary, Census Deputy Secretary and other Deputy Secretaries regarding the Census program, and regional outreach efforts.

**E. Actions and Consequences**

Inadequate performance by the Tribal Affairs Specialist may delay work performed by others in the CCC or compromise deliverables to our partners, Agency, legislature or the GO.

**F. Functional Requirements**

This position may require working in a high-rise building under fluorescent lighting with sufficient temperature control, in close proximity with other employees and utilizes typical office equipment, such as telecommunications equipment, computers, photocopiers/scanners, and fax machines. Laptops and other state equipment used for travel must always be secured. Standing, bending, walking, and stooping are required. The Tribal Affairs Specialist is expected to be prepared and professional in appearance and must be flexible in terms of work hours and work overtime. Travel to participate in meetings, convenings, and other CCC events is required.

**I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name