


GENERAL INFORMATION

Employee Name:		Classification Code: 1038 / 2
Classification: Administrative Analyst/Specialist		FLSA: exempt I
Working Title: Cultural Liaison		Time Base: 1.0
Dept. ID: 3383	Department: Native American Graves Protect (NAGPRA)	Position#: 00005311
Employee Status:	<input type="checkbox"/> Probationary <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary	Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Temporary Reassignment:	Effective Date:	End Date:
		Effective PD Date: 4/20/2021

POSITION SUMMARY

The Cultural Liaison is responsible for assisting with the coordination of NAGPRA Program activities with Indian Tribes, Alaska Natives, and Native Hawaiian organizations, encouraging dialogue and strengthening relationships between the Program and Native Americans, developing guidelines and protocols in coordination with Native American tribes and organizations for handling NAGPRA and non-NAGPRA subject holdings, and assisting with the repatriation and disposition of Native American ancestors and belongings. This positions coordinates with the NAGPRA coordinator day-to-day and reports to the Dean in the College of Ethnic Studies.

ESSENTIAL JOB FUNCTIONS

- Cultivates relationships with Indian Tribes, Alaska Natives, and Native Hawaiian organizations– 25%
 - Has knowledge of state and federal NAGPRA legislation and its implementation
 - Works with NAGPRA coordinator to strengthen and build an outreach program that engages and supports Native American participation in the NAGPRA process.
 - Meets with tribal government officials and representatives to facilitate repatriation under NAGPRA, addresses tribal concerns, and honors indigenous voices in the cultural stewardship of ancestors and their belongings.
 - Explores strategies and best practices to protect sensitive and confidential tribal information
 - Explains NAGPRA legislation in simple terms and disseminates information as requested.
 - Maintains tribal contact lists via communication with National NAGPRA, the Native American Heritage Commission, and tribal communities and organizations.
 - Assists with community outreach to organizations and schools.
- Assists with the determination of the cultural affiliation of ancestors and cultural items in preparation for repatriation to tribes and organizations – 50%
 - Assists consultations with respective claimants or requestors.
 - Verifies request/claim information is complete and accurate for processing.
 - Supports tribal members, tribal governments, and lineal descendants to obtain cultural affiliation information.
 - Provides Indian Tribes, Alaska Natives, and Native Hawaiian Organizations access to ancestral human remains and cultural items.
 - Conducts research to assist with cultural affiliation determination.
 - Analyzes and summarizes data, reports findings, and interprets results.
 - Prepares internal and external communications and responds to consultation requests.

- Assists with tribal consultations, Federal Register Notices, and repatriation and disposition of ancestors and belongings.
- Assists with the cultural care and stewardship of ancestors and belongings in a way that respects and reflects specific tribal belief systems.

- Assists with NAGPRA administrative program implementation – 20%
 - Serves as a point of contact for NAGPRA inquiries.
 - Responds to inquiries and drafts correspondences to NAGPRA requests. Obtains the appropriate signatures.
 - Supervises interns, students, and volunteers.
 - Assists with identifying and applying for grants.
 - Coordinates and advises SF State NAGPRA Faculty Advisory Board.
 - Identifies materials for conservation and digital photo documentation.
 - Maintains NAGPRA’s website and other social media sites.

- **5% - Other duties as assigned**

At All Times

- Demonstrate behaviors that are in line with the User Friendly Principles (P530C) and Principles of Conduct for a Multi-Cultural University (P30D)
- Demonstrate safe work practices for oneself, others and the office environment.

MINIMUM QUALIFICATIONS

- Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

Typical knowledge and skill requirements

- Entry qualifications as described above.
- Working knowledge of general practices, program, and/or administrative specialty. Basic knowledge of and ability to apply fundamental concepts. Working knowledge of budget policies and procedures.
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and affecting the applicable program, organizational unit, and/or administrative specialty.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Ability to organize and plan work and projects including handling multiple priorities.
- Ability to make independent decisions and exercise sound judgment.
- Ability to compile, write, and present reports related to program or administrative specialty.

- Demonstrated ability to establish and maintain effective working relationships within and outside the workgroup and serve as a liaison for the organizational unit.

PREFERRED QUALIFICATIONS

- BA or BS in Anthropology, American Indian Studies, Museum Studies, or a related field or two years of administrative or equivalent experience.
- Working knowledge of Native American prehistory, history, and culture, with a focus on northern California tribal communities.
- Intermediate to advanced use of Microsoft Office products, such as MS Word, MS Excel, MS Access.
- Advanced knowledge of NAGPRA and CalNAGPRA legislation.
- Experience using PastPerfect with managing collections.
- Core Competencies – embody the following competencies:
 - Bias toward collaboration and teamwork.
 - Effective oral, written and nonverbal communication skills.
 - Customer/Client Focus with an emphasis in problem solving and resolution.
 - Personal effectiveness and credibility as demonstrated by interpersonal and professional confidence.
 - Diversity and inclusion.

REQUIRED LICENSE/CERTIFICATION

California Driver’s License

ENVIRONMENT AND/OR PHYSICAL REQUIRMENTS AND/OR SPECIAL WORKING CONDITIONS

Some travel will be required between the collections located at SF State main campus and Estuary Ocean Science Center in Tiburon.

Work in enclosed spaces and heights, and in dusty, moldy conditions

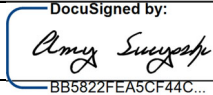
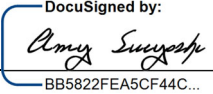
Be comfortable working around human remains (applicant does not need to handle human remains but must be able to work in a room with human remains).

Must wear protective clothing and equipment.

Ability to climb a ladder and stairs to access collections.

Ability to lift and carry 25-pound boxes.

SIGNATURES

Supervisor:	 DocuSigned by: BB5822FEA5CF44C...	Date: 04/20/2021 11:15 AM PDT
Name and Title:	Amy Sueyoshi, Dean	Ext: 8-1694
Dean/Director:	 DocuSigned by: BB5822FEA5CF44C...	Date: 04/20/2021 11:15 AM PDT
Name and Title:	Amy Sueyoshi, Dean	Ext: 8-1694

I acknowledge receipt of this position description:

Employee: _____ Date: _____