

**ASSISTANT DEPUTY SECRETARY
NATIVE AMERICAN VETERANS AFFAIRS
OUTREACH
Governor's Exempt Appointment**

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EMPLOYMENT OPPORTUNITY

FINAL FILING DATE: Open Until Filled

SALARY: Exempt Level L. (\$7261 - \$7852/Month)

LOCATION: 1227 O Street, Sacramento Headquarters

WHO SHOULD APPLY: Individuals who possess strong leadership skills and knowledge and experience working with Native American communities and veterans; experience in implementing outreach programs; is well versed in veterans benefits and claims processes; is familiar with veteran organizations; experience working with Federal, State, County and community agencies; policy development and implementation experience; database development experience; and has a current established network with Native American commissions, boards, health agencies, and agencies that serve the Native American population. Native American veterans are encouraged to apply.

DUTIES:

Under the general direction of the Deputy Secretary of Women and Minority Veterans Affairs, this position will develop and implement outreach programs and coordinate with the veterans claims representatives targeted specifically at serving the needs of Native American, Native Hawaiian, Native Samoan Veterans, Sovereign Nations and other California Tribal Governments.

- ❖ Establish and develop policies that facilitate delivery of services and benefits to the targeted veterans population. Provide direction on issues and challenges that obstruct access to services. Direct all field related activities of tribal veteran service officer representatives in addressing identified issues and concerns from Native American, Native Hawaiian, Native Samoan veterans, Sovereign Nations and other California Tribal Governments.
- ❖ Establish partnerships with community and state agencies to secure appropriate resources for serving the needs of Native American, Native Hawaiian and Native Samoan Veterans. Work with Sovereign Nations and other California Tribal Governments in negotiating appropriate strategies to further capabilities of outreach efforts.

- ❖ Work collaboratively with the U. S. Department of Veterans Affairs, California Department of Veterans Affairs, Veterans Services Division, Veterans Service Organizations, County Veterans Service Offices, and Native American and Community Based Organizations to resolve issues related to targeted veteran population and in enhancing outreach efforts. Oversee a database for monitoring and tracking statistics on the targeted veteran population; design, establish and manage a statewide veterans service outreach network which includes staff, facilities, equipment, vehicles and supplies; coordinates, orchestrates and monitors recruiting, training and certification programs for Native American Veteran Service Officers.
- ❖ Other duties as assigned related to Sovereign Nation and other California Tribal Governments engagement and statewide Native American policy issues.

A preliminary review of all applications will occur by an Executive Screening Committee. Only the most qualified candidates will be invited for an interview. A recommendation will be made to the Governor's Office for appointment to this Exempt position.

All interested applicants must file a standard state application (Form 678), resume and a separate "Statement of Qualifications" specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position. The "Statement" should be no more than three pages in length. Submit these documents to:

**Department of Veterans Affairs
Human Resources Office
1227 O Street, Room 404
Sacramento, California 95814
Attention: Danette Baker**

IN ADDITION, YOU MUST SUBMIT THE ON-LINE GOVERNOR'S APPOINTMENT APPLICATION, LOCATED AT [HTTP://GOV.CA.GOV](http://gov.ca.gov) DIRECTLY TO THE GOVERNOR'S OFFICE.

Questions regarding the application process may be directed to DanetteBaker@cdva.ca.gov or (916) 651-7799.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. (916) 653-1966.