California Department of Education Human Resources Division HRD-002 (REV 04/2023)

□CURRENT
□PROPOSED
PR LOG #:

DUTY STATEMENT

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CIVIL SERVI	CE CLAS	SIFICA	TION			WORKING	TITLE			
BRANCH					DIVISION			OFFICE	Ξ	
CBID	WWG	PCN		PO	SITION NUMBER	SPECIFIC	LOCATI	ON (CIT	 Y)	
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PROBATION	ARY PER	IOD	TENU	JRE		TIME BAS	E			BILINGUAL POSITION
TELEWORK	OPTION		SAFE	ETY	SENSITIVE POSITI	ON	CONFL	ICT OF	INT	TEREST CLASSIFICATION
DIRECTION	STATEME	IA TN	ND GE	NE	RAL DESCRIPTION	OF DUTIES	S			
CONDUCT, A	ATTENDA	NCE,	AND P	ERI	FORMANCE EXPE	TATIONS				
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SUPERVISO	RY RESP	ONSIE	3ILI I IE	5						
WORKING C	ONDITIONO	NS AN	D PH	/SIC	CAL REQUIREMEN	 ГЅ				

ESSENTIAL/NON-ESSENTIAI	L FUNCTIONS		
Relative % of Time Required:		☐Essential Function	□Non-Essential Function
Duties Performed			
Relative % of Time Required:		☐Essential Function	☐Non-Essential Function
Duties Performed			
Relative % of Time Required:		Essential Function	□Non-Essential Function
Duties Performed			

HRD-002 Page 3 of 4

Relative % of Time Required:	☐Essential Function	□Non-Essential Function
Duties Performed		
Relative % of Time Required:	☐Essential Function	□Non-Essential Function
Duties Performed		
Relative % of Time Required:	☐Essential Function	□Non-Essential Function
Duties Performed		

HRD-002 Page 4 of 4		
SPECIAL/ADDITIONAL REQUIREMENTS A	AND DESIRABLE QUALIFICATIONS	
PERSONAL CONTACTS		
FERSONAL CONTACTS		
EMPLOYEE ACKNOWLEDGEMENT		
I have read and understand the duties and rewithout an accommodation. (If you believe a	equirements listed above, and I am able to perform the n accommodation may be necessary, or if unsure of a corthe Accommodations Coordinator at Accommodation	need for an
I have read and understand the duties and rewithout an accommodation. (If you believe a	n accommodation may be necessary, or if unsure of a	need for an
I have read and understand the duties and rewithout an accommodation. (If you believe as accommodation, inform the hiring supervisor	n accommodation may be necessary, or if unsure of a refer to the Accommodations Coordinator at Accommodation	need for an ons@cde.ca.gov.)
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