California Department of Education Human Resources Division HRD-002 (REV 06/2023)

□CURRENT
□PROPOSED

				DUTY ST	ATEMENT	•	PR LOG #:
CIVIL SERVI	CE CLASS	SIFICA	ATION		WORKING	TITLE	
BRANCH							
DIVISION					OFFICE		
CBID	WWG PCN		POSITION NUMBER		SPECIFIC	LOCATION (CITY)
PROBATION	IARY PER	IOD	TEN	NURE TIME		TIME BASE BILINGUAL POS	
TELEWORK	OPTION		SAFETY SENSITIVE POSITI		ON	CONFLICT OF IN	NTEREST CLASSIFICATION
DIRECTION	STATEME	NT AI	ND GE	NERAL DESCRIPTION	OF DUTIES)	
CONDUCT, A	ATTENDA	NCE,	==== AND F	PERFORMANCE EXPEC	TATIONS		
,							
SUPERVISIO	ON BY						
SUPERVISO	RY RESP	ONSIE	3ILITIE	S			
L AVORUME O	ONDITION	10.41		VOICAL DECLUDEMENT			
WORKING C	ONDITIO	NS AN	DPH	YSICAL REQUIREMENT	8		

ESSENTIAL/NON-ESSENTIAL 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					

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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		

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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.)
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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