

# DUTY STATEMENT

CTC-HR 101 (REV 06-13)

		RPA #	EFFECTIVE DATE:
EMPLOYEE'S NAME	POSITION NUMBER (Agency - Unit - Class - Serial) 192-403-4800-XXX		
DIVISION/UNIT	CLASS TITLE Staff Services Manager I Specialist		

You are a valued member of the Commission on Teacher Credentialing (CTC). You are expected to work cooperatively with all employees, our customers and members of the public to enable the CTC to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully and professionally is critical to the success of the CTC's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.

Under the general direction of Administrative Services Division Director, the incumbent is able to act independently and authoritatively on a variety of investigative, technical, analytical, operational research and statistical functions to include, but not limited to, interpretive findings, programmatic planning, policy development and support consistent with State laws including Education Code and Title 5 regulations and teacher preparation and certification requirements, and serving in an advisory capacity to Senior Management and other CTC staff. Specifically, the incumbent is expected to:

Percentage of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.

Percentage of time performing duties	Duties and Responsibilities
45%	<p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p>Lead the Commission's regulatory work related to teacher preparation, examinations, professional practices, and licensure. Develop new Title 5 regulatory policy and update existing regulations as necessary. Coordinate and author regulatory packets for submission to the Office of Administrative Law, while working closely with subject matter experts from program areas, including both regular rulemaking and emergency rulemaking, when appropriate. This includes efforts involved in each required step of the process to ensure the rulemaking file is correct and complete through all stages of development, review, and finalization after approval. Analyze and assess the Commission's regulations as compared to the authorizing statute to identify areas in need of updates and alignment.</p>
30%	<p>Draft and present agenda items to the Commission regarding regulatory changes/updates to Title 5 of the California Code of Regulations that have a statewide impact on all LEA's (Local Education Agencies) in California. Draft Coded Correspondence and other official Commission communications related to the submission and implementation of regulations. Serve as the primary contact for the Agency on issues related to pending and future regulations and respond to statewide stakeholders including the Department of Finance, Office of Administrative Law, County Offices of Education, School Districts, and the public regarding regulatory questions.</p>
20%	<p>Serve as the CTC liaison to statewide stakeholder groups and other state and federal agencies and national organizations and respond to unique and complex requests and inquiries related to regulations. Review and prepare analysis of current legislation affecting educator certification. Develop position papers on specific legislative initiatives and concepts related to the work of the Commission for consideration by Executive Staff and the Commission. Summarize new regulatory policies and processes for distribution to universities, county and district offices and other interested parties. Advise senior management of CTC on statutory requirements and regulatory policy. Prepare material and present at conferences, stakeholder meetings, and workshops such as the annual CCAC conference and regional workshops across the state. Engage in special assignments of the most complex in nature as directed by management and Executive staff.</p>
5%	<p>Other duties as assigned.</p>

# DUTY STATEMENT

CTC-HR 101 (REV 06-13)

## KNOWLEDGE AND ABILITIES

### *Knowledge of:*

Staff Services Manager (SSM) I Specialist will have comprehensive understanding of the activities unique to the Commission's work, have experience working with relevant stakeholder groups, possess substantial working knowledge of California Education Code, Title 5 of the California Code of Regulations, and of policies and procedures which affect teacher credentialing and assignment monitoring in the State of California, have the skills to independently analyze and resolve critical credential and assignment monitoring issues, and be able to develop and evaluate policy alternatives and present ideas and information effectively both orally and in writing.

The SSM I Specialist will also have unique skills that combine technical knowledge of education policy, statute, and regulations, an in-depth knowledge of statutory requirements for educator preparation and certification, and excellent oral and written skills. The incumbent will be able to engage in complex policy development that combines substantial historical knowledge of teacher education policies, the Education Code, and Title 5 of the California Code of Regulations.

### *Ability to:*

The incumbent will also be able to reason logically and creatively and utilize a variety of techniques to resolve complex problems and negotiations; accurately and consistently analyze, interpret and apply Education Code statute and Title 5 regulations; handle multiple assignments simultaneously and meet deadlines; take initiative to find answers/solve problems; and the ability to clearly convey, define and establish Division and Agency positions on sensitive issues and policies and policies.

## DESIRABLE QUALIFICATIONS

- Integrity—consistently adheres to his/her duties to execute the mission and responsibilities of the Commission
- Expertise—serves as a subject matter expert
- Teamwork—works collaboratively
- Respect—recognizes the validity of other points of view and treats others with civility
- Problem solving—strives to find creative, practical and effective solutions; diffuse difficult situations with spontaneity, diplomacy and tact
- Knowledge—substantial knowledge of Education Code, Title 5 regulations, and education policy
- Communication—communicate effectively with parties that have divergent ideas or opinions
- Negotiating—ability to provide consultation on sensitive issues that have significant impact on the Division or Agency; able to negotiate and interpret broad application of certification policies that impact stakeholder groups throughout California and the nation
- Leadership--Ability to act independently and commit to a course of appropriate action

## SPECIAL PERSONAL CHARACTERISTICS (optional...if not on the class spec, do not include)

- Requires fingerprint clearance

## INTERPERSONAL SKILLS (optional)

- Enthusiastic—eager to share knowledge and promote an optimistic view of challenges
- Self-disciplined—independently adjusts priorities and meets deadlines
- Communication—exemplary oral and written communication skills
- Leadership—strong leadership skills and ability to galvanize divergent interests
- Collaboration—finds value in collaboration and encourages teamwork

## WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

### Work Environment:

- Prolonged sitting, use of computers
- Frequent contact with other agency staff, outside stakeholder groups, staff from other agencies, legislative representatives

# DUTY STATEMENT

CTC-HR 101 (REV 06-13)

- Mobility to various areas in a two-story building
- Availability during regular business hours between 8 am and 5 pm
- Occasional travel within the state of California and nationally

## Physical Ability

- Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without accommodation

## Mental Ability

- Ability to critically analyze information and consistently form appropriate conclusions
- Ability to communicate clearly and tactfully orally and in writing
- Ability to read and follow written and oral instructions
- Ability to shift tasks and work with multiple assignments with short deadlines
- Ability to negotiate and resolve the most sensitive situations with appropriate diplomacy

***Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.***

## **PERSONAL CONTACTS**

As needed the SSM I Specialist serves as the designee for the agency to external groups such as educators, County Offices of Education, District offices, Other State agencies, stakeholder groups, the public, CTC staff.

The SSM I would also have contact with other credential agencies outside of the state, CTC Commissioners, legislators, the Governor's office, and the media.

The incumbent will be the primary point of contact for the Commission on a variety of program and policy issues related to regulations.

## **LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES**

There is a high degree of difficulty with this work and experienced incumbents will have a high level of responsibility and independence. The incumbent will have full authority to commit to decisions on behalf of the Agency on matters related to regulations. Given these complex responsibilities, there is a high consequence for error.

**MANAGER/SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

MANAGER/SUPERVISOR'S NAME (Print)	MANAGER/SUPERVISOR'S SIGNATURE	DATE
-----------------------------------	--------------------------------	------

**EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

**The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------