



DUTY STATEMENT

PR LOG #: 26-095

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Programs Consultant				Special Education Investigator	
BRANCH					
Opportunities for All					
DIVISION				OFFICE	
Special Education				Dispute Resolution Investigation Unit I	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	5125	174-663-2656-073	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	Yes
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under general supervision of the Education Administrator I of the Dispute Resolution Investigation Unit I and the Associate Director in the Office of Dispute Resolution, Special Education Division, the Education Programs Consultant (EPC) investigates complaints of potential special education violations, analyzes due process decisions, and works collaboratively to enforce corrective actions. As part of the investigative process, the EPC works collaboratively with colleagues from each of the Dispute Resolution Units to open complaints and process complaints. The EPC provides technical assistance to colleagues and interest holders throughout California. Travel may be required.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
Reports directly to the Education Administrator I of the Dispute Resolution Unit I and may receive assignments from the Associate Director in the Office of Dispute Resolution.					
SUPERVISORY RESPONSIBILITIES					
This position does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
The work environment is fast paced, can be demanding, and requires flexibility. Employees are expected to work as part of a team while also determining allegations and factual conclusions, both with and without assistance. Works closely with California Department of Education Legal Office. Requires sitting for long periods of time, using a personal lap top, writing; reviewing documents; interviewing complainants and district staff; and participating in meetings.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Reviews and analyzes complaint letters and requests, and determines allegations of potential violations of federal and state special education laws and regulations. As part of the investigation process reviews and analyzes evidence; contacts both complainant and local educational agency (LEA) staff; develops "requests for information;" and completes investigation reports following required standard language and procedures which include specific statements, findings of fact, conclusions, and corrective actions specific to each allegation within the required timelines. Researches and applies special education requirements to alleged violations. As appropriate, consults with other special education staff or other Department staff regarding allegations, legal requirements, and corrective actions. There may be on-site visits.

Conducts second reads (reviews, analyzes and edits) of colleagues' investigation reports and provides feedback using a checklist within the required timelines. Writes, reviews, and edits documents including reports and correspondence related to complaints; researches, reviews, and analyzes relevant materials; and prepares written responses to letters and other inquiries by parents, advocates, LEA staff and others. Reviews and analyzes reconsideration requests as necessary and writes response letters to requesters. Communicates with bilingual callers in the Spanish language as needed both verbally and in writing. All duties are completed within the required timelines.

Relative % of Time Required: 30

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Researches current educational issues pertaining to special education requirements/laws, stays current on educational trends and relevant changes related to special education and related services throughout California and the nation. Researches special education legal decisions rendered by the Office of Administrative Hearings to identify procedural violations by the LEA and establishes corrective actions, as well as identifies orders rendered by the administrative law judge and writes timelines to submit evidence of completion. Mentors colleagues as assigned. Reviews and analyzes corrective action evidence collected by analysts to determine case closure. Communicates with LEAs, as necessary regarding unresolved cases.

Relative % of Time Required: 20

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Participates in meetings, keeps supervisors apprised of the status of work, any problems that may arise, supports the mission of the unit, division and department, and responds to communications from administrators in a timely manner. Develops and conducts technical presentations or participates in informational sessions to local, county, and regional sites for parents, advocates, and public agency staff members; provides technical expertise in the areas of special education and related services. Performs other duties as assigned.

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		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Masters Degree in education or special education, or related administration is desired, and Bachelors of Arts or Bachelors of Science Degree, and

Bilingual, Spanish language with spoken and written fluency, preferred, with ability to pass Spanish language certification testing.

Must be able to handle assertive or aggressive public contacts, and must be able to let supervisors know about such contacts. Must be able to multi-task deadlines and work assignments.

PERSONAL CONTACTS

Public service employee, with external contacts including parents, parent representatives, and on occasion, students. Contacts with all levels of unit and departmental employees, including office technicians, analysts, supervisors, and managers, legal staff; and also staff of school districts, other LEAs, and other public agencies including developmental services, social services, and others.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor



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Education Programs Assistant				Special Education Investigator	
BRANCH					
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DIVISION				OFFICE	
Special Education				Dispute Resolution Investigation Unit I	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	5125	174-663-2655-073	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	Yes
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under the guidance of the Education Administrator I of the Dispute Resolution Investigation Unit I and the Associate Director in the Office of Dispute Resolution, Special Education Division, the Education Programs Assistant (EPA) investigates complaints of potential special education violations in an assisted capacity, analyzes due process decisions, and works collaboratively to enforce corrective actions. As part of the investigative process, the EPA works collaboratively with colleagues from each of the Dispute Resolution Units to open complaints and process complaints. The EPA provides technical assistance to colleagues and interest holders throughout California. Travel may be required.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
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ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed

In an assisted capacity, reviews and analyzes complaint letters and requests, and determines allegations of potential violations of federal and state special education laws and regulations. As part of the investigation process, assists in reviewing and analyzing evidence; contacts both complainant and local educational agency (LEA) staff; develops "requests for information;" and completes investigation reports following required standard language and procedures which include specific statements, findings of fact, conclusions, and corrective actions specific to each allegation within the required timelines. Researches and applies special education requirements to alleged violations. As appropriate, consults with other special education staff or other Department staff regarding allegations, legal requirements, and corrective actions.

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed

In an assisted capacity, conducts second reads (reviews, analyzes and edits) of colleagues' investigation reports and provides feedback using a checklist within the required timelines. Writes, reviews, and edits documents including reports and correspondence related to complaints; researches, reviews, and analyzes relevant materials; and prepares written responses to letters and other inquiries by parents, advocates, LEA staff and others. Reviews and analyzes reconsideration requests as necessary and writes response letters to requesters. Communicates with bilingual callers in the Spanish language as needed both verbally and in writing. All duties are completed within the required timelines.

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed

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Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Participates in meetings, keeps supervisors apprised of the status of work, any problems that may arise, supports the mission of the unit, division and department, and responds to communications from administrators in a timely manner. With assistance, develops and conducts technical presentations or participates in informational sessions to local, county, and regional sites for parents, advocates, and public agency staff members; provides technical expertise in the areas of special education and related services. Performs other duties as assigned.		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
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