



DUTY STATEMENT

PR LOG #: FR 26-162

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Supervisor I				Administrative Program Supervisor	
BRANCH					
Building Educational Success Together					
DIVISION				OFFICE	
Professional Learning Support Division				Division Support Office	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
S01	E	2746	174-590-4800-xxx	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under the general direction of the Professional Learning Support Division (PLSD) Director and working cooperatively with program units and managers throughout the Department, the Supervisor I will oversee and direct the implementation of the division's programmatic and administrative functions to support state policy and federal mandates related to the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA). Responsibilities include providing leadership, direction, and supervision of analytical staff in performing the following functions: fiscal oversight, personnel, contract and grant management; data management; technology services and staff development.					
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					
The Supervisor I reports directly to Division Director in the PLSD.					
SUPERVISORY RESPONSIBILITIES					
The Supervisor I exercises direct supervisor responsibility of five Analyst II and/or Analyst I and one Office Technician. May have to act as the lead for the division.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position requires long periods of time sitting in front of a computer workstation, repetitive use of hands, forearms, and fingers to operate computers, mouse, dual computer monitors, printers, and copiers. Work in a climate-controlled office under artificial lighting. Office is located in a high rise building.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 35%

☒ Essential Function☐ Non-Essential Function**Duties Performed****Policy Development and Implementation:**

Plans, organizes, and directs the development and implementation of policies, procedures, and strategies to carry out State priorities related to PLSD contracting, budgeting, personnel, State Board of Education (SBE) items, and fiscal/reporting requirements. Provides leadership in division planning activities and consults with executive leadership and key CDE staff to ensure alignment with departmental goals. Monitors expenditure processes and reporting requirements. Proactively identifies issues and provides management with recommended corrective actions. Exercises independent judgment in making routine decisions.

Relative % of Time Required: 20%

☒ Essential Function☐ Non-Essential Function**Duties Performed****Supervise Staff and Provide Leadership:**

Directly supervises the Division Support Office (DSO) and manages a team analytical staff. Plans, organizes, assigns, and reviews work to ensure accuracy, quality, and adherence to timelines. Establishes performance expectations and evaluates staff performance; provides ongoing coaching, feedback, and professional development opportunities. Manages all personnel-related activities including recruitment, hiring, training, discipline, and leave administration in accordance with state laws, rules, and policies, including labor relations and ADA requirements. Ensures a high-performing, equitable, and inclusive work environment.

Relative % of Time Required: 15%

☒ Essential Function☐ Non-Essential Function**Duties Performed****Administrative and Fiscal Oversight:**

Oversees division administrative operations, including budget development, expenditure tracking, and personnel management. Develops and monitors Budget Change Proposals (BCPs) and ensures fiscal accountability. Directs the preparation and review of administrative documents such as contracts, invoices, personnel packages, and grant awards. Ensures all work products comply with departmental, state, and federal requirements. Recommends and implements process improvements and may propose legislative or policy changes.

Relative % of Time Required: 15%	☒ Essential Function ☐ Non-Essential Function
Duties Performed	
Work Product Review and Quality Control: Provides oversight of PLSD staff services work products, such as Request For Applications and Request For Proposals development, apportionments, contract invoices, contract amendments, appropriate payments, purchase requests and special projects. Reviews and approves work products to ensure accuracy, completeness, and compliance with applicable laws, regulations, and policies. Ensures appropriate internal controls and managerial approvals are in place.	

Relative % of Time Required: 10%	☒ Essential Function ☐ Non-Essential Function
Duties Performed	
Communication, Consultation, and Representation: Advises the Division Director, and program administrators on fiscal, administrative, and program matters. Provides technical expertise and guidance on budget development, expenditure tracking, and policy interpretation. Communicates effectively with internal and external stakeholders; prepares and delivers presentations at management meetings and briefings. Represents the division and department in meetings, workgroups, and interdepartmental efforts. Coordinates with internal programs and external partners to support division initiatives and ensure consistent application of policies and procedures. Maintains and updates guidance documents to reflect current departmental standards and requirements.	

Relative % of Time Required: 5%	☐ Essential Function ☒ Non-Essential Function
Duties Performed	
Administrative Duties and Special Projects: Participates in PLSD and department-wide meetings; keeps management informed of project status, issues, and risks. Collaborates with other managers and staff to achieve organizational goals. Performs special assignments and other job-related duties as required.	

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner, and adhere to departmental policies and procedures.

Core business hours are Monday through Friday, 8:00 am - 5:00 pm.

Travel to attend meetings and training may be required.

PERSONAL CONTACTS

Contact with all levels of departmental employees including program consultants, managers, program administrators, and Division Director. May have to communicate with contractors and grantees.

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