California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐CURRENT
☒PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Child Development Consultant	Policy and Budget Consultant

BRANCH
Opportunities for All Branch

DIVISION	OFFICE
Early Education Division	Policy Office

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R21	E	4817	174-656-2834-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 direction from the Education Administrator I of the Policy Office in the Early Education Division (EED), and working cooperatively with program units and managers throughout the California Department of Education (CDE), the incumbent is assigned responsibilities to work on budget and policy for various early education programs funded by State funds, including the California State Preschool Program and Transitional Kindergarten, as well as preschool through grade three articulation and alignment projects. Consultants work independently and serve in an educational leadership role for promoting early education programs at the State and local level. The incumbent analyzes the State's budget proposals related to early education, helps determine and articulate the CDE's position and messaging on early education policy and funding, and coordinates division-wide input to develop time-sensitive responses to control agencies and external partners. Specifically, the Child Development Consultant will:

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 incumbent reports to the Education Administrator I in the Policy Office of the EED.

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties but may act as lead.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position is headquartered in Sacramento and may be eligible for a hybrid telework schedule for eligible applicants residing in California. A hybrid telework schedule includes working remotely and physically reporting to the office. This position requires long periods of time sitting in front of a computer workstation; repetitive use of hands, forearms, and fingers to operate a laptop, mouse, and keyboard.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 35 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Consultation with Clients: Consult with local EED agency representatives, local educational agencies, other governmental agencies, and other units within the CDE, including program directors, curriculum specialists, teachers, parents, and representatives from the early education community, to inform policy analysis and feedback provided to policymakers as part of the state budget and legislative process and to develop and implement various early education activities which promote the vision, mission, and goals of the State Superintendent of Public Instruction (SSPI), the CDE, the EED, and the State Board of Education. Promote policies to uplift student learning and well-being and design policy and programs that can achieve the greatest impact for California's children and families. Consult with interest holders regarding the development of policy proposals and regulations to improve California's early education programs, system, and infrastructure, which guides and supports a wide range of EED program services; analyze and communicate the programmatic impacts of State budget proposals and policy changes to inform interest holders and support alignment with departmental priorities; and act in an educational leadership role for promoting EED programs.

Relative % of Time Required: 35 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Document Preparation: Write, review, edit, and/or prepare reports, proposed legislation, budget proposals, bill analyses, issue papers, and policy briefs; use deep system expertise and program knowledge to analyze sensitive budget and policy proposals; prepare coordinated written responses to inquiries and requests from control agencies, legislative staff, and other external partners, including responses requiring division-wide or department-wide input and quick turnaround; provide written input on development of early education program regulations and guidance; prepare written responses to letters and other inquiries; and draft correspondence for the signature of others, including managers up to the SSPI, as appropriate.

Relative % of Time Required: 15 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Research and Data Analysis: Research current educational issues relating to various early education programs; stay current on trends in child development; and analyze and interpret point in time, cross-sectional, and longitudinal program and fiscal data with appropriate methodology to inform policy development, support analysis of state budget and policy proposals, and guide departmental decision-making, planning, and messaging related to early education programs.

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Presentations: Using deep program expertise and data, develop and make presentations at meetings, conferences, and workshops for early education agency, local education agency staff, and various professional organizations; use various modes of delivery including on-site visits, teleconferences, and videos; present analysis of State budget proposals and policy changes and their impact on early education programs; support consistent communication of the department's messaging on early education policy and funding; and act as technical expert for early education program and policy issues.

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Administrative Duties: Participate in staff meetings; keep supervisors apprised of the status of projects and problems; participate in conference planning activities; assist other staff with critical projects as needed; and perform other job-related duties as required.

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

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

This position requires the incumbent to exercise a high level of judgment and discernment; exercise tact and resourcefulness; possess strong collaboration and communication skills (both orally and in writing); demonstrate flexibility while maintaining consistent and regular attendance; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner, and adhere to departmental policies and procedures. The incumbent must additionally support the division's efforts, in collaboration with other EED and CDE offices and divisions, to implement the Universal PreKindergarten (UPK) System of Support, ensure the appropriate and timely use of data to support continuous improvement efforts (both internal CDE improvement efforts and UPK program improvements), and support the division's implementation of the Classroom Assessment Scoring System (CLASS), collaborating with offices as necessary to achieve CDE's CLASS goals.

PERSONAL CONTACTS

Contact with all levels of departmental employees, including managers, administrators, and division directors. External contact with staff from the Department of Finance, Legislature, and other state departments including the Department of Social Services and the Department of Human Resources; and public and private agencies, including local educational agencies and community-based organizations.

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

California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐CURRENT
☒PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Child Development Assistant	Policy and Budget Consultant

BRANCH
Opportunities for All Branch

DIVISION	OFFICE
Early Education Division	Policy Office

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R21	E	4817	174-656-2837-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 direct supervision from the Education Administrator I of the Policy Office in the Early Education Division (EED), and working cooperatively with program units and managers throughout the California Department of Education (CDE), the incumbent is assigned responsibilities to work on budget and policy for various early education programs funded by State funds, including the California State Preschool Program and Transitional Kindergarten, as well as preschool through grade three articulation and alignment projects. Child Development Assistants work independently and serve in an educational leadership role for promoting early education programs at the State and local level. The incumbent analyzes the State's budget proposals related to early education, helps determine and articulate the CDE's position and messaging on early education policy and funding, and coordinates division-wide input to develop time-sensitive responses to control agencies and external partners. Specifically, the Child Development Assistant will:

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 incumbent reports to the Education Administrator I in the Policy Office of the EED.

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties but may act as lead.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position is headquartered in Sacramento and may be eligible for a hybrid telework schedule for eligible applicants residing in California. A hybrid telework schedule includes working remotely and physically reporting to the office. This position requires long periods of time sitting in front of a computer workstation; repetitive use of hands, forearms, and fingers to operate a laptop, mouse, and keyboard.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 35	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Consultation with Clients: With support from the Education Administrator, consult with local EED agency representatives, local educational agencies, other governmental agencies, and other units within the CDE, including program directors, curriculum specialists, teachers, parents, and representatives from the early education community, to inform policy analysis and feedback provided to policymakers as part of the state budget and legislative process and to develop and implement various early education activities which promote the vision, mission, and goals of the State Superintendent of Public Instruction (SSPI), the CDE, the EED, and the State Board of Education. Promote policies to uplift student learning and well-being and design policy and programs that can achieve the greatest impact for California's children and families. Consult with interest holders regarding the development of policy proposals and regulations to improve California's early education programs, system, and infrastructure, which guides and supports a wide range of EED program services; analyze and communicate the programmatic impacts of State budget proposals and policy changes to inform interest holders and support alignment with departmental priorities; and act in an educational leadership role for promoting EED programs.

Relative % of Time Required: 35	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Document Preparation: Under the supervision of the Education Administrator, write, review, edit, and/or prepare reports, proposed legislation, budget proposals, bill analyses, issue papers, and policy briefs; use knowledge of program requirements and established procedures to assist in the review and analysis of budget and policy proposals; prepare coordinated written responses to inquiries and requests from control agencies, legislative staff, and other external partners, including responses requiring division-wide or department-wide input and quick turnaround; provide written input on development of early education program regulations and guidance; prepare written responses to letters and other inquiries; and draft correspondence for the signature of others, including managers up to the SSPI, as appropriate.

Relative % of Time Required: 15	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Research and Data Analysis: Research current educational issues relating to various early education programs; stay current on trends in child development; and analyze and interpret point in time, cross-sectional, and longitudinal program and fiscal data with appropriate methodology to inform policy development, support analysis of state budget and policy proposals, and guide departmental decision-making, planning, and messaging related to early education programs.

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Presentations: Using knowledge of assigned program areas and available program data, and with support from the Education Administrator, assist in developing and delivering presentations at meetings, conferences, and workshops for early education agencies, local education agency staff, and various professional organizations; use various modes of delivery including on-site visits, teleconferences, and videos; assist in presenting information regarding State budget proposals and policy changes and their impact on early education programs; support consistent communication of the department's messaging on early education policy and funding; and serve as a program resource for assigned early education program and policy issues.

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Administrative Duties: Participate in staff meetings; keep supervisors apprised of the status of projects and problems; participate in conference planning activities; assist other staff with critical projects as needed; and perform other job-related duties as required.

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

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

This position requires the incumbent to exercise a high level of judgment and discernment; exercise tact and resourcefulness; possess strong collaboration and communication skills (both orally and in writing); demonstrate flexibility while maintaining consistent and regular attendance; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner, and adhere to departmental policies and procedures. The incumbent must additionally support the division's efforts, in collaboration with other EED and CDE offices and divisions, to implement the Universal PreKindergarten (UPK) System of Support, ensure the appropriate and timely use of data to support continuous improvement efforts (both internal CDE improvement efforts and UPK program improvements), and support the division's implementation of the Classroom Assessment Scoring System (CLASS), collaborating with offices as necessary to achieve CDE's CLASS goals.

PERSONAL CONTACTS

Contact with all levels of departmental employees, including managers, administrators, and division directors. External contact with staff from the Department of Finance, Legislature, and other state departments including the Department of Social Services and the Department of Human Resources; and public and private agencies, including local educational agencies and community-based organizations.

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