



DUTY STATEMENT

PR LOG #: 26-223

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Supervisor I					
BRANCH					
Opportunities for All					
DIVISION				OFFICE	
Special Education				Nonpublic Agencies	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
S01	E	5265	174-663-4800-002	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 general direction of the Manager II of Fiscal Administration and Constituent Support, the Supervisor I of the Nonpublic Agencies Unit (NPAU) manages the certification, monitoring, and investigations of the nonpublic agencies both in and outside of California. The Supervisor I provides leadership, direction, and supervision of the staff responsible for activities required under state and federal laws and regulations. The Supervisor I works collaboratively and cooperatively with staff throughout the Department of Education.					
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 Manager II of Fiscal Administration and Constituent Support; may receive assignments from the Associate Directors or Director of the Special Education Division.					
SUPERVISORY RESPONSIBILITIES					
Supervises five analysts and one office technician.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position requires long period of times sitting in front of a computer workstation, repetitive use of hands, forearms, and fingers to operate a computer and a mouse. Travel is required. Core business hours are Monday through Friday, 8 a.m. to 5 p.m.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

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

Duties Performed

Staff Supervision: Supervises and directs the staff assigned to the NPAU. Determines ongoing work assignments and delegates responsibilities; monitors staff work performance; approves staff travel and leave; conducts, arranges, and approves staff training; directs daily work activities and special assignments; and maintains timeframes to meet necessary deadlines. Performs and oversees monitoring of Nonpublic Agencies (NPAs) as required by California Education Code Section 56366.1 (j); reviews, analyzes, edits, and approves NPA certification, monitoring reports, and documents including maintaining guidance on the Department web page; and conduct quality control of NPA issues. Interviews and selects qualified and appropriate personnel.

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

Duties Performed

Policy Development/Implementation: Directs the implementation of NPAU strategies to develop and carry out policies, programs, and priorities relating to the NPA. Identifies, recommends, and resolves NPAU related policy issues. Coordinates with the Data, Evaluation, and Analysis Unit and the Division to develop and maintain an NPAU web-based application system, database systems, and related procedures. Directs the implementation of program tasks, independently determines routine decisions, anticipates policy challenges, proposes alternative solutions for management consideration, ensures maintenance of unit guidance documents, proposes changes to legislation and/or internal policies and procedures designed to improve the NPAU.

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

Duties Performed

Internal/External Representation: Represents the NPAU at Division and Department meetings. Makes presentations, gathers feedback, and addresses concerns. Meets and communicates with NPAs and professional organizations. Communicates, clarifies, and provides guidance regarding federal and state laws, regulations, and Department policies. Resolves issues regarding application or monitoring that have been escalated.

Relative % of Time Required:	10	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Administrative Responsibilities: Participate, conduct, and assist other Division or Department staff with critical projects as needed; perform other job related duties as required.			

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

Requires excellent customer services skills including strong verbal and written communication skills. Fluency in another language is also desirable.

PERSONAL CONTACTS

The incumbent will have extensive contact with external state and federal agencies, members of the public, and other staff in the Department.

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