



DUTY STATEMENT

PR LOG #: FR26-224

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Supervisor II				Supervisor II	
BRANCH					
Student Success and Career Readiness Branch					
DIVISION				OFFICE	
Expanded Learning Division				Administrative and Fiscal Services Office	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
S01	E	0075	174-150-4801-001	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 Division Director in the Expanded Learning Division (EXLD), the Supervisor II over the Administrative and Fiscal Services Office (AFSO) responsibilities include providing leadership, direction, and supervision to two Supervisor I's, which supervise a total of 14 staff. The Supervisor II will also be working independently performing and managing the most varied and complex technical tasks. The Supervisor II will be the central point of contact providing supervision, direction, and implementation of procedures across the Division, and also ensure the cross training, and coordination processing requests for all fiscal administration in the EXLD.					
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 II reports directly to and receives the majority of assignments from the Division Director; however, direction and assignments may also come from Branch Executives.					
SUPERVISORY RESPONSIBILITIES					
The Supervisor II is responsible for supervision of two Supervisor I's who supervise a total of 14 staff.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
The position requires daily use of a personal computer and other standard office equipment, indoors. This position may require several hours of reviewing documents in both electronic and hard copy. Occasional reaching above shoulder level, occasional bending/stooping, and occasional lifting up to five (5) pounds.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 40%

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

Direct and supervise two Supervisor I's. The Supervisor II is responsible for developing the Supervisor I's, including recruiting and training Supervisor I's evaluating their performance, and preparing timely probation reports. Conducting regularly scheduled meetings to share information, and individual meetings to discuss assignments and performance. The Supervisor II will be the central point of communication with the Supervisor I's to plan, organize, and supervise the operations of the Program and Fiscal Offices 1 & 2. The Supervisor II will guide the development of long-range program goals and objectives as well as the establishment of project priorities for the Program and Fiscal Offices 1 & 2 to ensure program policies meet state and federal regulations, legislative, and/or stakeholder needs for Expanded Learning services; and manage legislative and budgetary directives.

Relative % of Time Required: 40%

☒ Essential Function☐ Non-Essential Function**Duties Performed****Fiscal and Data Management -**

Design and monitor effective practices to state and federal EXLD grant administration, procurement, and payments to support the two SSIMs and Fiscal Analysts:

Identify effective policies, procedures, practices, and compliance relating to Fiscal Analysts' work.

Determine fiscal impact on EXLD policies and regulations.

Collaborate with the Administrator of the Monitoring office to ensure data information informs monitoring, Training and Technical assistance provided to grantees and to LEAs receiving apportionments via ELO-P

Coordinate with Audits and Investigations to ensure the EXLD is in fiscal compliance and accountability for ASES. 21st Century, and ELO-P.

Collaborate with Technology Services Division in the development, implementation, and any needed modifications to the data collection system for ELO-P.

Provides direction and strategy for development and completion of the most complex grant management fiscal situations to program staff. Leads the completion of the more complex fiscal responsibilities which includes, the development of the yearly division budget and analysis of budgetary projections for state operations.

Relative % of Time Required: 15%

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

Consult with the Division Director on a variety of subjects including use of funds, program changes, alternatives, and solutions pertaining to fiscal matters; and represent the EXLD within the Department. Develop and coordinate communications to the field in relation to EXLD grant guidelines, policies, and new legislation. Provide administrative direction and collaboration with the EXLD leadership team in carrying out activities related to the fiscal administration of Expanded Learning funds.

Conducts an annual review of Governor's budget and legislation tied to EXLD to assess any fiscal impact for the division and state operations.

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

Leadership – Possesses a natural ability and keen desire to manage projects; and mentor and guide internal and external customers. Demonstrates and encourages creativity and proactive problem-solving. Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional ethics. Teamwork – Cooperates to achieve the EXLD mission, vision, and goals by leading and actively contributing intradepartmental project teams. Accountability – Makes decisions and remains accountable for those decisions. Reliability – Understands the importance of meeting timelines and work priorities.

PERSONAL CONTACTS

Contact with all levels of CDE departmental employees including Directors, Managers, Supervisors, Consultants, Analysts, and Office Technicians. External contacts include Local Educational Agencies, Superintendents, Principals, School Administrators, Fiscal Staff, Community Based Organizations, State Agencies, and Parents.

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