

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 830-127-2742-015	Date:
Class: Private Postsecondary Education Specialist	Name:
The Education Specialist is assigned to the California State Approving Agency for Veterans Education (CSAAVE), a federally funded program in the California Department of Veterans Affairs (CalVet). Under the general supervision of the Assistant Deputy Secretary, the Education Specialist is responsible for interpretation, application and enforcement of the Code of Federal Regulations (CFR) Title 38. The incumbent actively promotes and safeguards quality postsecondary education and training programs for veterans; ensures greater education and training opportunities to meet the changing needs of veterans; and assists the federal Department of Veterans Affairs (VA) in preventing fraud, waste and abuse in the administration of the GI Bill. The incumbent shall perform duties necessary for the inspection, approval, compliance, and supervision of those courses or programs, or tests to be pursued by veterans and eligible persons under the provisions of chapters 30, 32, 33, 34, 35, and 36 of title 38, United States Code, and section 510 and chapters 1606 and 1607 of title 10, United States Code. For Title 38 approval and visitation duties, the performance measures for Education Specialist are outlined in the Business Plan which is a part of the VA contract. The incumbent will be required to use private or rental vehicles due to extensive travel throughout collaborative regions up to 75% per month.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
45%	<u>APPROVALS</u> Prepare and submit to the VA a copy of the official notice of the original approval, and revisions and additions, for accredited or non-accredited courses and training establishments. Submit to VA subsequent catalogs or bulletins with a cover letter, which lists the degree program and type of instruction approved the degree requirements or references the unit subjects accepted and required for the degree. Provide an application of the educational institution, training establishment, or organization providing testing, to VA and the educational institution, training establishment, or organization providing testing with a written report of the details of each approval or disapproval as required by the appropriate section of the CFR, including, in the case of disapproval, the reason or reasons therefore. In addition, the incumbent shall promptly provide VA with written notice of each denial, amendment, modification, suspension or withdrawal of any course or program approval and the reasons for the action. Respond to constituents by letter, telephone or email. Recommend suspensions or withdrawals of the approval of an educational institution, training establishments, or organization providing testing, the Specialist shall notify the institution, establishment, or organization of the suspension or withdrawal of approval by registered or certified letter and shall secure a return receipt.

35%	<u>RBS AND OTHER VISITS</u> Conduct Risk Based Surveys (RBS), supervisory visits, technical assistance visits and inspection visits to institutions and training establishments which have a veteran, or eligible person enrolled in an accredited or non-accredited course or program for the purpose of determining if the approved course of program continues to meet all the conditions for approval. Write visitation reports, complete all tasks associated with the various types of visits. Conduct inspection visits to institutions and training establishments at the request of the Director, Education Service, Veterans Benefits Administration, VA, in the case of courses of programs subject to his or her approval, and at the request of another State, in the case of courses or programs subject to its approval. Conduct additional inspection visits for the purpose of original approvals and revisions of existing approvals of institutions which include a new branch with separate administrative capability and conduct an onsite inspection of the new branch with separate administrative capability prior to approval.
10%	<u>OUTREACH</u> May represent CSAAVE at public meetings, workshops and trade or professional association meetings and conferences to increase education opportunities for veterans. Participate in VA or CalVet outreach activities to promote the increased use of veteran's educational benefits; attend Veteran Affairs Regional Office (VARO) meetings; and participate in other training as required by the federal Title 38 contract. Upon notification by VA of veteran or eligible person being denied benefits, the specialist will provide liaison service to determine what action is appropriate.
5%	<u>OTHER DUTIES</u> Prepare necessary reports and develop and complete activities and other special projects assigned, such as the development of applications (new, reapproved and changes of status) for educational institutions, and training establishments.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports letters, and proofread documents.					X
HEARING: Answer telephone; communicate with department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department and educational institutions.			X		
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Determine the needs of Veterans and educational institutions; provide information to veterans; review/prepare various reports and documents; attend meetings.					X
COMPREHENSION: Understand the needs of Veterans and educational institutions; understand policies and procedures.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS OCCASSIONALLY:		X			
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:		X			
LIFTING 25-50 LBS OCCASSIONALLY AND/OR 20 LBS FREQUENTLY:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; print documents on desk printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier, access low file drawers.		X			
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.		X			
HANDLING: Sort paperwork; distribute mail.				X	
DRIVING: Special events, visits with institutions.				X	
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events, institution visits.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____
(updated 9/8/2025)