



DUTY STATEMENT

PR LOG #: 26-278

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Programs Consultant				Policy Consultant	
BRANCH					
Opportunities for All					
DIVISION				OFFICE	
Special Education				Policy and Initiatives Unit	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	3887	174-663-2656-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 general supervision of the Education Administrator I in the Policy and Initiatives Unit of the Special Education Division, the Education Programs Consultant performs complex analytical duties in support and assistance to the Education Administrator I and occasionally the Director of the Special Education Division. As the Policy Consultant in the Policy and Initiatives Unit, this position will independently be responsible for varied and complex projects, programs, or assignments of proposed and enacted state and federal legislation affecting special education, including California Education Code, the Individuals with Disabilities Education Act (IDEA), and related regulations.					
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 and receives the majority of assignments from the Education Administrator I of the Policy and Initiatives Unit. Direction and assignments may also come from the Director and Associate Directors of the Special Education Division.					
SUPERVISORY RESPONSIBILITIES					
This position does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
The 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. 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. Travel may be required.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

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

Duties Performed

Independently research, analyze, and interpret proposed and enacted state and federal legislation, regulations, and policy affecting special education, including the California Education Code, Title 5 of the California Code of Regulations, the IDEA, and Title 34 of the Code of Federal Regulations.

Prepare bill analyses, policy briefs, position papers, and implementation recommendations for the review and approval of the Education Administrator I and the Director. Serve as a consultant to Division management and staff on the statutory and regulatory responsibilities of the Division, and clarify the application of those requirements to Division programs.

Plan for and advise on the implementation of new or changing requirements and expectations for state and local educational agencies concerning special education and related services for students with disabilities.

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

Duties Performed

Independently analyze and track the annual state budget as it affects special education programs, services, and funding. Monitor and evaluate the Governor's Budget, the May Revision, budget change proposals, education trailer bill language, and the actions of the legislative budget subcommittees to determine the fiscal and programmatic impact on the Division, on state and local educational agencies, and on students with disabilities.

Independently prepare written budget analyses, issue summaries, fiscal and programmatic impact statements, and briefing materials for the review and approval of the Education Administrator I and the Director. Consult with the Division's Fiscal Administration & Constituent Support Office, the Department's Fiscal and Administrative Services Division and Government Affairs Division, the Department of Finance, and legislative staff to obtain, verify, and clarify budget information.

Develop and maintain tracking tools and reports that document the status of budget proposals through enactment, and brief Division management on pending and final budget actions.

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

Duties Performed

Independently draft memoranda, statewide guidance documents, correspondence, and presentations for the Education Administrator's review, approval, and use, consistent with the Department's Correspondence Guide and Section 508 accessibility requirements. Present to Division staff, other Department staff, and external interest holders, as requested.

Track federal IDEA policy and initiatives to determine their impact on state special education policy and procedures. Develop annual reports required to meet federal requirements, including the State Performance Plan/Annual Performance Report and the State Systemic Improvement Plan.

Relative % of Time Required: 15	☒ Essential Function	☐ Non-Essential Function
Duties Performed Plan, coordinate, and lead statewide special education initiatives and workgroups that address critical program needs and interest holder engagement. Partner with other divisions within the Department and with external interest holder groups, including the Special Education Local Plan Area Administrators of California, the Special Education Administrators of County Offices, and the State Board of Education (SBE), to ensure alignment and coherence in educational policy. Represent the Division at interdepartmental and field meetings, conferences, seminars, workgroups, and committees. Consult with units across the Division on policy-related inquiries and issues, and maintain consistent and frequent communication to identify and elevate emerging issues.		

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function
Duties Performed Serve as grant and/or contract monitor for assigned projects, including developing, implementing, evaluating, and reviewing relevant forms, documents, deliverables, and budgets. Oversee interagency agreements. Complete waiver analyses and process general waiver requests, SBE items, and SBE information memoranda.		

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function
Duties Performed Provide consultant-level support to the Advisory Commission on Special Education analyst. Brief the Director regularly on Advisory Commission on Special Education action items and critical issues. Support current litigation related to IDEA implementation by responding to requests for information from the Department's Legal Division, the Office of the Attorney General, plaintiffs, and the Court. Perform other job-related duties as assigned.		

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, material, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

PERSONAL CONTACTS

The incumbent will have contact with all levels of departmental employees including Division program managers and staff and external agencies in conducting unit activities.

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



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In an assisted capacity, prepare bill analyses, policy briefs, position papers, and implementation recommendations for the review and approval of the Education Administrator I and the Director. Assist Division management and staff on the statutory and regulatory responsibilities of the Division, and clarify the application of those requirements to Division programs.

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