



DUTY STATEMENT

PR LOG #: FR26-279

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Analyst II				Analyst II	
BRANCH					
Legal, Audits and Charters					
DIVISION				OFFICE	
Legal Affairs I				Uniform Complaint Procedures Office II	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R01	2	4975	174-070-5393-802	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 of the Uniform Complaint Procedures (UCP) Office, within the Legal Division, and working cooperatively with program units and supervisors throughout the California Department of Education (CDE), the Analyst II performs duties associated with the processing and analysis of UCP complaints and appeals.					
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 Education Administrator I of the UCP II Office.					
SUPERVISORY RESPONSIBILITIES					
None					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
The incumbent works on a computer screen, reviews printed items, uses a keyboard and mouse. Must be able to sit or stand for extended periods of time, attend meetings, sit and/or stand at desk while working.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 55

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

May perform Federal Programs Monitoring (FPM), reviewing legislation related to the Uniform Complaint Procedures (UCP) and developing required samples and templates based on enacted laws; conducting initial analyses of UCP compliance documents including policies, procedures, forms, notices, and related materials for agencies scheduled for FPM reviews; ensuring required elements are submitted and preparing summaries of findings; retrieving and entering UCP monitoring data into the CDE Monitoring Tool (CMT); assisting in planning and delivering statewide training on UCP monitoring requirements, and maintaining files for FPM reviews; independently receiving, reviewing, and preparing documentation for UCP complaints and appeals submitted by students, parents, attorneys, and other parties; evaluating whether appeal materials meet regulatory requirements; requesting additional documentation from local educational agencies and stakeholders; entering complaint and appeal data into a central database; and preparing written analyses with recommendations for administrative approval.

Relative % of Time Required: 20

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

Prepare written responses to letters and other inquiries from involved parties and members of the public regarding the UCP and FPM processes; responds to public records act, media, and other data reporting requests; responds to telephone inquiries received from parents, students, school district staff, and superintendents regarding UCP complaints and appeals, and the FPM process; and provides technical assistance as to the UCP and FPM process.

Relative % of Time Required: 15

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

Independently responsible for developing and/or maintaining and monitoring the consultant and professional service contracts and monitoring the UCP office budget by providing technical expertise and guidance to management and supervisory staff and offering recommendations to support effective program operations; manages the unit's IT and Web responsibilities by developing and coordinating Web monitoring pages and documents using Microsoft Contribute, attending CDE Web Services Office meetings when the primary Web consultant is unavailable, ensuring adherence to CDE Web standards, reviewing all monitoring content prior to publication, managing WebNETs packages, coordinating required translated documents with CDE's Clearinghouse for Multilingual Documents, and ensuring timely posting of all Web materials and overseeing the maintenance of the unit website to ensure compliance with technology standards.; fulfills key personnel liaison duties by implementing and maintaining personnel systems; serving as the primary link between the Office, the Legal Division, and the CDE Human Resources Division; preparing and coordinating approval of Personnel Request packages; independently developing personnel request packets for hiring all UCP office staff and interns.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Meeting required UCP and FPM deadlines; compliance with UCP and FPM rules.
 Effective communication with public, colleagues and management.
 Prioritization of time-sensitive assignments.

PERSONAL CONTACTS

Contact with a variety of stakeholders, including, but not limited to internal stakeholders: staff from partnering UCP offices and FPM offices; attorneys in the Legal Division; and external stakeholders: LEA administrators, parents, and community advocates, as well as other state agencies where applicable.

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