



DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Programs Consultant					
BRANCH					
Operations and Administration					
DIVISION				OFFICE	
School Fiscal Services				Principal Apportionment Policy Office B	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	4521	174-260-2656-018	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 supervision of the Administrator in the Principal Apportionment Policy Office B, the Education Programs Consultant serves as the California Department of Education's (CDE's) expert on all aspects of attendance accounting and the impact attendance accounting has on school apportionments and the delivery of educational programs by local educational agencies (LEAs). The incumbent prepares recommendations and proposals on changes in policy, regulations, and statutes and serves as the primary contact and as the School Fiscal Services Division's (SFSD's) liaison with LEAs and state agencies regarding all aspects of attendance accounting.					
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 Fiscal Services Administrator, however, directions and assignments may also come from the Associate Director and Director.					
SUPERVISORY RESPONSIBILITIES					
Does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
Requires sitting for long periods of time while using a personal computer, reviewing documents and excel spreadsheets. The work environment is fast-paced, can be demanding, and requires the incumbent to be flexible.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 30

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

Provide advice and direct assistance to all LEAs, including county offices of education (COEs), school districts, and charter schools, regarding attendance accounting laws and regulations for various educational programs. Review and evaluate attendance accounting procedures and policies with emphasis on the fiscal implications of such procedures and policies. These policies and procedures are the basis for LEAs reporting average daily attendance (ADA) and ultimately, the State of California's \$40 billion plus annual allocations to LEAs, with a broad, state-wide impact on LEA operations and their instructional program planning. Serve as a contact and resource agent to various state agencies, parents, and other interested persons who are seeking advice or assistance at the state level. Prepare written correspondence and answer telephone and electronic mail questions pertaining to attendance accounting and ADA for LEA governing boards, district administrators, COEs, county committees, citizens, state and county officials, state agencies, and legislative staff. Ensure LEAs use sound financial management practices as they relate to the attendance accounting procedures and practices and the delivery of educational programs. Provide consultative services to districts, county offices, charter schools, and auditors whose fiscal problems are the result of improper attendance accounting procedures or policies.

Relative % of Time Required: 20

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

Develop, document, and maintain a resource library for attendance accounting questions and issues for specific educational programs. Help update attendance resources for the field to ensure guidance is complete and remains current. Propose legislative clean up as needed to simplify statutory attendance requirements for K-12 programs.

Relative % of Time Required: 20

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

Provide advice and specialized information to CDE professional staff and management in SFSD and other divisions on attendance accounting requirements for specific programs (e.g. special education, early/middle college programs, etc.). Duties may include identifying specific attendance accounting requirements for alternative programs, and providing attendance accounting guidance for these programs through preparation of instruction manuals and presentations via webinars and conferences, etc. as needed; and preparing responses to frequently asked questions to be used as a resource for program staff.

Relative % of Time Required:	15	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Collaborate with SFSD managers and staff to ensure attendance collected for apportionment purposes is in accordance with laws and regulations, LEA requests for ADA credit for emergency school closures and material decreases of attendance (J-13) are adequately reviewed and processed, and LEA annual audit findings related to attendance are appropriately resolved.			

Relative % of Time Required:	15	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Other duties as required.			

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

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Knowledge of: Principles, practices, and trends in public education and the California public school system; school administrative practices; research and statistical methods; program planning techniques, the functions of the Department of Education; and Federal and State education laws.

Ability to: Assume leadership and exercise creativity in the review and evaluation of education programs; present ideas clearly and concisely in oral and written form; establish effective working relations; organize and conduct information meetings; exercise tact, resourcefulness, and judgment; interpret and apply educational policy; and analyze situations accurately to take effective action.

PERSONAL CONTACTS

Contacts with all levels of departmental employees including managers, supervisors, LEAs, and other government agencies such as the Department of Finance, State Controller's Office, and other divisions within CDE.

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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PR LOG #: FR26-291

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BRANCH					
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