



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Supervisor I					
BRANCH					
Student Success and Career Readiness					
DIVISION				OFFICE	
Career and College Transition				High School Innovations and Initiative Support	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
S01	E	2711	174-615-4800-006	CDE Headquarters, 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 direction of the Education Administrator I of the High School Innovations and Initiatives Office (HSIIO), the Supervisor I provides leadership, direction, and supervision of analytical and support staff in the management and monitoring of all programs and projects with which the High School Innovations & Initiatives Support Office (HSIISO) is charged. These include, but are not limited to, Dual Enrollment; California Work Opportunities and Responsibility to Kids; Specialized Secondary Programs; California Career Resource Network; and Middle School Foundation Academies.					
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					
This position directly reports to the EA I of the HSIIO.					
SUPERVISORY RESPONSIBILITIES					
This position supervises staff within the HSIISO.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position requires prolonged use of a personal computer writing, reading and reviewing documents which may result in remaining stationary for long periods of time. The work environment is fast-paced, can be demanding, and requires the incumbent to be flexible working independently and with teams.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50

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

As the Supervisor I, provide direction and support to carry out the office's budget, contract, grant, website, personnel, and reporting responsibilities. Participates in the division management team's planning and development activities to carry out division goals and objectives, and performs other duties as required. Provide administrative oversight for all activities relating to office programs and projects to ensure appropriate use of funds and compliance with state and federal regulations. Serve as liaison to other department staff and other state agencies in support of office responsibilities. Ensure all department policies and processes are followed. Performs the more complex and difficult analytical tasks as needed. Coordinate and delegate workload to analytical and support staff in support of all office activities.

Relative % of Time Required: 30

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

As the Supervisor I, direct the distribution of funds associated with office programs and projects, including overseeing competitive processes to determine awardees. Oversees all contract and grant processes to ensure the appropriate encumbrance, distribution, and expenditure of funds according to state and federal regulations. Provides technical assistance and liaison activities to ensure all legal requirements are met, and department processes are followed.

Relative % of Time Required: 15

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

As the Supervisor I, carry out supervisory practices in the pursuit of high-performance standards, and encourages staff training and development opportunities. Plans, coordinates, and assigns workloads to ensure that completed staff work and timelines are met; develops office goals/objectives and work plans; provides technical assistance to ensure all program responsibilities are carried out. Directs all office personnel functions, and applies applicable personnel, labor relations, and ADA practices in the recruitment, selection, hiring, and supervision of employees.

Relative % of Time Required:	5	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Performs other job-related tasks as assigned.			

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

Excellent interpersonal, verbal, and written communication skills; strong organizational skills, and the ability to multitask. Experience supervising or providing leadership in a team setting. The ability to handle time-sensitive and confidential issues. The ability to establish effective working relations through the use of tact, resourcefulness, and sound judgment with a variety of diverse groups within and outside of the California Department of Education. An understanding of federal and State grant management, as well as of California's State budget process. An understanding of State contract, grant, budget, and personnel processes.

PERSONAL CONTACTS

Contact with all levels of departmental employees including managers, supervisors, and other units within CDE. Contact with all levels of staff at adult education agencies, contracted vendors and program contacts at the California Community College Chancellor's Office, Department of Finance and State Auditor.

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