



DUTY STATEMENT

PR LOG #: 26-303

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Supervisor II					
BRANCH					
Opportunities for All					
DIVISION				OFFICE	
Special Education				Administrative Services Unit	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
S01	2	5074	174-663-4801-001	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 direction of the Manager II of Fiscal Administration and Constituent Support, the Supervisor II over the Administrative Services Unit (ASU) works independently performing and managing the most varied and complex technical tasks; receiving and assigning grant or contracts requests for payment; and managing the flow of Special Education Division (SED) expenditures to ensure accurate and timely payments. The Supervisor II must be the central point of contact providing supervision, direction, and implementation of procedures and the cross-training and coordination of the analysts processing requests for fiscal administration in the SED.					
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 the Staff Service Manager III in the Fiscal Administration and Constituent Support Unit.					
SUPERVISORY RESPONSIBILITIES					
Supervises two Supervisor Is and one Office Technician.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position requires long period of times sitting in front of a computer workstation, repetitive use of hands, forearms, and fingers to operate a computer and a mouse. Attendance at in-person staff meetings is required once a month. Core business hours are Monday through Friday, 8 a.m. to 5 p.m.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

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

Duties Performed

Plan, organize, coordinate, and manage the workload of the Fiscal Payments (FP) I and II Units to ensure efficient and effective operation. Supervise and provide leadership to two Supervisor Is and the FP units' staff. Offer ongoing guidance, training, and support to ensure high performance and adherence to fiscal policies and procedures. Assign ongoing tasks to staff and review work for accuracy, completeness, and compliance with fiscal requirements. Lead recruitment efforts for new staff, ensuring proper onboarding and training. Regularly evaluate staff performance, providing constructive feedback, and set clear performance expectations. Ensure seamless operations by providing coverage for staff absences to maintain fiscal functions without disruption.

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

Duties Performed

Oversee the FP Units responsible for the fiscal administration and accountability of the SED's \$1.5 billion budget, ensuring compliance with federal, state, and reimbursement fund requirements. Supervise budget tracking across more than 37 funding sources and timely processing of payments for approximately 20 grants and 30 contracts to ensure accuracy and efficiency in payments to over 3,000 grantees and contractors. Oversee the review and analysis of state and federal budget and trailer bills related to special education funding. Lead the development, review, and processing of budget change proposals, working closely with staff to ensure proposals align with funding priorities.

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

Duties Performed

Develop and manage effective practices and procedures for state and federal special education fiscal budgeting, procurement, and payments. Ensure compliance with relevant policies and regulations while continuously evaluating and implementing improvements to fiscal practices, procedures, and policies. Analyze the fiscal impact of existing special education issues and regulations, identifying potential challenges or opportunities. Develop strategies to mitigate risks and enhance compliance with both state and federal requirements. Effectively communicate the fiscal implications of special education policies and regulations to SED Leadership, Special Education Local Plan Areas, and local educational agencies. Provide practical solutions and recommendations to address emerging issues or concerns. Identify opportunities to streamline fiscal operations, introducing process improvements to enhance the efficiency and effectiveness of budget management practices across the SED.

Relative % of Time Required:	10	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Direct the preparation of detailed briefs, reports, and informational documents regarding policies, procedures, practices, and compliance related to special education issues. Manage the development of materials related to complex monitoring and accountability initiatives within special education. Coordinate with the Director's Office, SED Unit Administrators, and other California Department of Education (CDE) divisions to gather relevant information, providing critical insights and updates on special education fiscal matters as needed. Ensure all reports and briefs reflect current policies, regulations, and compliance requirements, offering practical recommendations to address emerging challenges or opportunities.			

Relative % of Time Required:	10	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Provide administrative direction and leadership to the SED Administrators in overseeing the effective execution of activities related to the fiscal administration of special education funds. Provide guidance on fiscal budgeting, policies, and compliance matters to SED staff and key interest holders. Ensure clear communication of fiscal policies, procedures, and the overarching strategy for special education funding. Build and maintain strong relationships with internal and external collaborators, ensuring alignment and understanding of fiscal practices and compliance requirements for special education programs. Perform other duties as required, adapting to evolving priorities and ensuring continued success in fiscal administration and special education funding.			

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

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Experience in fiscal administration is required along with excellent customer service skills such as strong verbal and written communication skills.

PERSONAL CONTACTS

The incumbent will have extensive contact with external state and federal agencies, members of the public and other staff of the 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
Trina Ochs		

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