



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Programs Consultant				Education Programs Consultant	
BRANCH					
Student Success and Career Readiness					
DIVISION				OFFICE	
Career and College Transition				Adult Education	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	3406	175-615-2656-145	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 from the Education Administrator I (EA I) of the Adult Education Office (AEO), the Director of the Career and College Transition Division, and working cooperatively with other program units and supervisors throughout the California Department of Education (CDE), the Education Programs Consultant (EPC) will perform tasks, consultative, developmental, technological and administrative in nature. The EPC provides on-line and at times on-site technical assistance to regionally assigned adult education programs (agencies), assists current agencies in meeting federal/state requirements for Workforce Innovation and Opportunity Act (WIOA) Title II and California Adult Education Program (CAEP).					
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 incumbent reports directly to the Education Administrator I of the Adult Education Office.					
SUPERVISORY RESPONSIBILITIES					
This position does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position requires incumbent to travel locally and statewide to attend conferences and/or provide presentations and program-related meetings and conferences. Requires sitting for long periods of time while using a personal computer, writing, reading and reviewing documents. 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: 30

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

Consult with local educational agency administrators, program directors, adult literacy providers; and teachers to develop and implement program strategies, standards, assessment, and practices regarding the administration of CAEP and WIOA, which include state and federal compliance for adult education programs, including adults with disabilities.

Promote educational activities that encourage employers and educational programs to coordinate literacy training for adults, and conduct ongoing program evaluation and design.

Prepare management bulletins and memorandums, written responses to letters and other inquiries from the field; and create correspondence for the signature of management.

Develop a wide range of other communications as needed, including responses to stakeholder inquiries, program updates, executive correspondence, briefings, and talking points.

Relative % of Time Required: 30

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

Monitor activities of adult education state and federally funded programs to facilitate compliance and provide technical assistance activities to schools and agencies. Write, review, and/or edit adult education documents including reports, contracts, advisories, and grant applications; analyze relevant materials, such as national reports, state reports, and legislation.

Conduct Federal Program Monitoring reviews, including on-site and virtual compliance reviews to evaluate program quality, fiscal accountability and adherence to legal mandates.

Formulate corrective action plans for non-compliant agencies and provide ongoing oversight to ensure full resolution of deficiencies.

Relative % of Time Required: 10

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

Collaborate with statewide stakeholders including the California Community Colleges Chancellor's Office, the California Workforce Development Board, and the Employment Development Department to implement unified state plan strategies.

Collaborate with other WIOA partners (Title I - Workforce Development, Title III - Wagner-Peyser and Title IV - Vocational Rehabilitation).

Collaborate with WIOA State Leadership partners and participate in network meetings.

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Develop and make presentations for the field in regional and state meetings. Provide technical expertise for the specific questions related to Adult Secondary Education, High School Equivalency, English as a Second Language and Basic Literacy, and other programs related to the WIOA and CAEP.		

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Research current adult education issues and relevant changes relating to high school, college, career readiness standards, accountability, and adult education throughout California and the nation. Attend conferences and field meetings as a CDE representative. Participate as a division representative on committees and task forces within the CDE and other adult service agencies.		

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function
Duties Performed		
Participate in staff meetings; keep the administrator apprised of the status of projects and problems; participate in conference planning activities; assist other staff with critical projects as needed; and perform other job-related duties as required.		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Knowledge of principles, practices, regulations, and trends in adult education including WIOA Title II and the California Adult Education Program; program planning, ability to present ideas clearly and concisely in oral and written forms; establish effective working relations; organize and conduct information meetings, exercise tact, resourcefulness, and judgment; interpret and apply educational policy; analyze situations accurately and take effective action; work effectively in both independent and diverse multi-task team environments and in shared decision making capacity.

PERSONAL CONTACTS

Contact with all levels of departmental employees including managers, supervisors, and other units within the CDE.
Contact with all levels of staff at adult education agencies.

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

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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 from the Education Administrator I (EA I) of the Adult Education Office (AEO), the Director of the Career and College Transition Division, and working cooperatively with other program units and supervisors throughout the California Department of Education (CDE), the Education Programs Assistant (EPA) will help to perform tasks, consultative, developmental, technological and administrative in nature. The EPA, with guidance, provides on-line and at times on-site technical assistance to regionally assigned adult education programs (agencies), assists current agencies in meeting federal/state requirements for Workforce Innovation and Opportunity Act (WIOA) Title II and California Adult Education Program (CAEP).					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
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SUPERVISION BY					
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SUPERVISORY RESPONSIBILITIES					
This position does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
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ESSENTIAL/NON-ESSENTIAL FUNCTIONS

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

Duties Performed

With guidance, consult with local educational agency administrators, program directors, adult literacy providers; and teachers to develop and implement program strategies, standards, assessment, and practices regarding the administration of CAEP and WIOA, which include state and federal compliance for adult education programs, including adults with disabilities.

Help promote educational activities that encourage employers and educational programs to coordinate literacy training for adults and conduct ongoing program evaluation and design.

Assist to prepare management bulletins and memorandums, written responses to letters and other inquiries from the field; and create correspondence for the signature of management.

In a learning capacity, develop a wide range of other communications as needed, including responses to stakeholder inquiries, program updates, executive correspondence, briefings, and talking points.

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

Duties Performed

Assist in monitoring activities of adult education state and federally funded programs to facilitate compliance and provide technical assistance activities to schools and agencies. Write, review, and/or edit adult education documents including reports, contracts, advisories, and grant applications; analyze relevant materials, such as national reports, state reports, and legislation.

Help to conduct Federal Program Monitoring reviews, including on-site and virtual compliance reviews to evaluate program quality, fiscal accountability and adherence to legal mandates.

Help formulate corrective action plans for non-compliant agencies and provide ongoing oversight to ensure full resolution of deficiencies.

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

Duties Performed

Collaborate with statewide stakeholders including the California Community Colleges Chancellor's Office, the California Workforce Development Board, and the Employment Development Department to implement unified state plan strategies.

Collaborate with other WIOA partners (Title I - Workforce Development, Title III - Wagner-Peyser and Title IV - Vocational Rehabilitation).

Collaborate with WIOA State Leadership partners and participate in network meetings.

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function
Duties Performed In a learning capacity, develop and make presentations for the field in regional and state meetings. Help provide technical expertise for the specific questions related to Adult Secondary Education, High School Equivalency, English as a Second Language and Basic Literacy, and other programs related to the WIOA and CAEP.		

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function
Duties Performed Help to research current adult education issues and relevant changes relating to high school, college, career readiness standards, accountability, and adult education throughout California and the nation. Attend conferences and field meetings as a CDE representative. Participate as a division representative on committees and task forces within the CDE and other adult service agencies.		

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Duties Performed Participate in staff meetings; keep the administrator apprised of the status of projects and problems; participate in conference planning activities; assist other staff with critical projects as needed; and perform other job-related duties as required.		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

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