California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐CURRENT
☒PROPOSED

PR LOG #: 26-307

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Education Programs Consultant	

BRANCH
Opportunities for All

DIVISION	OFFICE
Special Education	Focused Monitoring & Technical Assistance III

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R21	E	5119	174-663-2656-103	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 of the Education Administrator I of the Focused Monitoring and Technical Assistance III (FMTA III) Unit; the Associate Director of Data, Monitoring, and Local Educational Agency (LEA) Support; and the Director of the Special Education Division, the Education Programs Consultant (EPC) provides technical assistance and monitoring to local educational agencies (LEAs) identified for Targeted Review in the Annual Determination Letter. EPCs will be assigned to projects to develop and analyze programs and complete other assignments as needed by the Division. Travel is required.

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 EPC reports directly to Education Administrator I of the FMTA III Unit under the Associate Director of Data, Monitoring, and LEA Support and the Director of the Special Education Division.

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position requires long periods of time sitting in front of a computer workstation; repetitive use of hands, forearms, and fingers to operate computers, mouse, dual computer monitors, printers, and copiers. The work area consists of a climate-controlled office under artificial lighting. The office is located in a high-rise building.
Core Business Hours are Monday through Friday, 8:00 A.M. - 5:00 P.M.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Participate in monitoring review activities including, but not limited to, Compliance and Improvement Monitoring process, student file reviews, and corrective action follow-up to ensure LEA compliance
with state and federal special education laws and regulations. These monitoring activities may include on-site meetings with Special Education Local Plan Area (SELPA) personnel and LEA administrators and staff.

Relative % of Time Required: 25	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Write, review, and edit documents and electronic files, including reports and correspondence related to monitoring activities; research, review, and analyze relevant materials and prepare written responses to letters and other inquiries from SELPA personnel and LEA administrators and staff members.

Relative % of Time Required: 15	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Develop and provide presentations both virtually and at local, county, and regional sites for SELPA personnel and LEA administrators and staff members; provide technical expertise in the areas of special education and related services.

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Research current educational issues pertaining to special education and related services; and stay current on educational trends and relevant changes related to special education and related services throughout California and the nation.

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Participate in staff meetings, keep supervisors apprised of the status of projects and problems, assist other staff with critical projects as needed, and perform other job-related duties as required.

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

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Educational administrative background
Proficient in Microsoft Office Suite, especially Word and Excel
Strong analytical, organizational, and problem-solving skills
Strong written, oral, and communication skills
Ability to exercise initiative, independence, and accuracy to research and evaluate complex issues and data, determine outcomes, and present findings to support recommendations
Ability to work on multiple projects and work effectively with all levels of staff and management
Ability to remain focused while reading technical documents; ability to remain unbiased

PERSONAL CONTACTS

Contact with all levels of departmental employees including managers and supervisors in conducting Special Education Division activities; external agencies including SELPAs and LEAs.

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

California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐CURRENT
☒PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Education Programs Assistant	

BRANCH
Opportunities for All

DIVISION	OFFICE
Special Education	Focused Monitoring & Technical Assistance III

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R21	E	5119	174-663-2655-103	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 guidance of the Education Administrator I of the Focused Monitoring and Technical Assistance III (FMTA III) Unit; the Associate Director of Data, Monitoring, and Local Educational Agency (LEA) Support; and the Director of the Special Education Division, the Education Programs Assistant (EPA) provides technical assistance and monitoring to local educational agencies (LEAs) identified for Targeted Review in the Annual Determination Letter. With guidance, the EPA will be assigned to projects to develop and analyze programs and complete other assignments as needed by the Division. Travel is required.

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 EPA reports directly to Education Administrator I of the FMTA III Unit under the Associate Director of Data, Monitoring, and LEA Support and the Director of the Special Education Division.

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position requires long periods of time sitting in front of a computer workstation; repetitive use of hands, forearms, and fingers to operate computers, mouse, dual computer monitors, printers, and copiers. The work area consists of a climate-controlled office under artificial lighting. The office is located in a high-rise building.
Core Business Hours are Monday through Friday, 8:00 A.M. - 5:00 P.M.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50	☒ Essential Function	☐ Non-Essential Function

Duties Performed

In an assisted capacity, participates in monitoring review activities including, but not limited to, Compliance and Improvement Monitoring process, student file reviews, and corrective action follow-up to ensure LEA compliance with state and federal special education laws and regulations. These monitoring activities may include onsite meetings with Special Education Local Plan Area (SELPA) personnel and LEA administrators and staff.

Relative % of Time Required: 25	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Write, review, and edit documents and electronic files, including reports and correspondence related to monitoring activities; research, review, and analyze relevant materials and prepare written responses to letters and other inquiries from SELPA personnel and LEA administrators and staff members.

Relative % of Time Required: 15	☒ Essential Function	☐ Non-Essential Function

Duties Performed

In an assisted capacity, develop and provide presentations both virtually and at local, county, and regional sites for SELPA personnel and LEA administrators and staff members; provide technical expertise in the areas of special education and related services.

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Research current educational issues pertaining to special education and related services; and stay current on educational trends and relevant changes related to special education and related services throughout California and the nation.

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Participate in staff meetings, keep supervisors apprised of the status of projects and problems, assist other staff with critical projects as needed, and perform other job-related duties as required.

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

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Educational administrative background
Proficient in Microsoft Office Suite, especially Word and Excel
Strong analytical, organizational, and problem-solving skills
Strong written, oral, and communication skills
Ability to exercise initiative, independence, and accuracy to research and evaluate complex issues and data, determine outcomes, and present findings to support recommendations
Ability to work on multiple projects and work effectively with all levels of staff and management
Ability to remain focused while reading technical documents; ability to remain unbiased

PERSONAL CONTACTS

Contact with all levels of departmental employees including managers and supervisors in conducting Special Education Division activities; external agencies including SELPAs and LEAs.

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