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

☐CURRENT
☒PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Field Representative	School Facilities Field Representative

BRANCH
Operations and Administration

DIVISION	OFFICE
School Facilities and Transportation Services	Facilities Planning Field Operations

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R21	E	4987	174-140-2573-XXX	Various - see below

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 direction of the Education Administrator I (EAI), the incumbent independently performs the more difficult, sensitive, and complex school-facilities planning and assessment assignments such as reviewing proposed school sites and school construction plans for consistency with the standards contained in California Code of Regulations, Title 5 14001 et seq.; providing information to districts on the preparation of educational specifications, facility master plans; and provides assistance on a variety of school facilities issues. The incumbent independently manages the assigned multi-county territory and serves as a subject-matter specialist on difficult, sensitive, or unusual school-facilities matters.

The incumbent will research and prepare standards for school sites and plans related for student safety and educational adequacy in Alpine, Amador, Calaveras, Fresno, Inyo, Kings, Madera, Mariposa, Merced, Mono, Stanislaus, Tulare and Tuolumne counties.

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

EAI

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties, but may act as lead.

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. Work in a climate-controlled office under artificial lighting. Office is located in a high rise building. This position requires travel.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 40	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Consults with local educational agencies, architects, and local planning committees on the selection of school sites and the design of school facilities; reviews preliminary and final school building and modernization plans and makes recommendations regarding approval ensuring that the school design promotes the delivery of educational programs consistent with current education reform concepts and state standards; reviews and approves sites based on the requirements in California Code of Regulations, Title 5 Regulations and statute. Independently addresses difficult, sensitive, or unusual school-site and facility-design issues within the assigned territory. Estimated 25% of travel required.

Relative % of Time Required: 30	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Serves as the division's lead representative in coordinating and sustaining a network of County Office of Education (COE) facilities leaders focused on supporting small school districts. Plans and facilitates meetings, workgroups, and collaborative activities; develops agendas, materials, and follow-up actions; builds and sustains collaborative relationships with COE staff, district representatives and internal/external partners to support coordinated facilities-related assistance; identifies and disseminates resources and promising practices; gathers and communicates field input regarding facilities needs and challenges; and supports the development of aligned strategies to strengthen local capacity and improve facilities-related assistance for small school districts. Provides leadership, technical expertise, and guidance to participating partners and lower-level staff, as appropriate.

Relative % of Time Required: 10	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Researches and prepares recommended division and departmental policies, procedures, and standards on a wide variety of school facilities issues including: appropriate education standards and allowances; forecasting school facility needs; alternatives to new construction; integrating school facilities designs with current educational program content; infrastructure considerations; seismic safety; handicap barrier removal; energy conservation; and identification and mitigation of toxic contamination. Serves as a subject-matter specialist and advises management regarding difficult, sensitive, or emerging school-facilities issues.

Relative % of Time Required:	10	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Prepares written responses to correspondence; analyzes legislation; and communicates verbally and in writing with other state and federal agencies, school board members, private contractors, architects, local school planners, and members of the public.

Relative % of Time Required:	10	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Other related duties as assigned.

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

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Knowledge and principles, practices, and trends in the California public school system; ability to present ideas clearly and concisely in oral and written form; establish effective working relationships; organize and conduct information meetings; exercise tact, resourcefulness, and judgment; interpret and apply educational policy; analyze situations accurately and take effective action; independently manage an assigned regional workload; provide advanced consultation and technical guidance; work effectively in both independent and diverse multi-task team environments and in shared decision-making capacity.

PERSONAL CONTACTS

Contact with various staff at state agencies, such as the Office of Public School Construction and Department of Toxic Substances Control; local educational agencies; architects; local planning committees; school board members; and private contractors.

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
John Gordon		

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 #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Assistant Field Representative (AFR)	

BRANCH
Operations and Administration Branch

DIVISION	OFFICE
School Facilities and Transportation Services	Facilities Planning Field Operations

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R21	E	4987	174-140-2589-XXX	Varies - See Below

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 Education Administrator I (EAI), the incumbent ensures the educational adequacy of local school facilities by reviewing and providing recommendations on approving sites for school facility construction, and preliminary and final school district plans for school construction, reconstruction, maintenance and rehabilitation, assists local school districts in preparing long-range comprehensive master plans, and provides consulting services and assistance on a variety of school facilities issues including construction, maintenance, and operations.

The incumbent will research and prepare standards for school sites and plans related for student safety and educational adequacy in Alpine, Amador, Calaveras, Fresno, Inyo, Kings, Madera, Mariposa, Merced, Mono, Stanislaus, Tulare and Tuolumne counties. The incumbent will independently handle routine assignments and consult with the Education Administrator I or an experienced Field Representative regarding complex, sensitive, or precedent-setting matters.

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

EAI

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties, but may coordinate designated assignments under the direction of the EAI.

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. Work in a climate-controlled office under artificial lighting. Office is located in a high rise building. This position requires travel.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 40	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Under the guidance of the EAI, consults with local educational agencies, architects, and local planning committees on the selection of school sites and the design of school facilities. Develops the skills necessary to manage a workload and independently reviews routine preliminary and final school building and modernization plans and makes recommendations regarding approval ensuring that the school design promotes the delivery of educational programs consistent with current education reform concepts and state standards; review sites and make recommendations regarding approval based on the requirements in California Code of Regulations, Title 5 (Title 5) and statute. Estimated 25% of travel required.

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

Duties Performed

Under the direction of the EAI, perform structured tasks to support the development of a network of County Office of Education (COE) facilities leaders focused on supporting small school districts. The EAI will assign tasks that include planning meetings, workgroups, and collaborative activities; developing agendas, materials, and follow-up actions; learning to build and sustain collaborative relationships with COE staff, district representatives and internal/external partners to support coordinated facilities-related assistance; identifies and disseminates resources and promising practices; gathers and communicates field input regarding facilities needs and challenges; and supports the development of aligned strategies to strengthen local capacity and improve facilities-related assistance for small school districts.

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

Duties Performed

Prepares recommended division and departmental policies, procedures, and standards on school facilities-related issues, develops subject-matter knowledge on a school facilities related topic(s), participates on internal/external working groups, presents on behalf of division at meetings, conferences, etc.

Relative % of Time Required:	10	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Prepares written responses to correspondence; analyzes legislation; and communicates verbally and in writing with other state and federal agencies, school board members, private contractors, architects, local school planners, and members of the public.

Relative % of Time Required:	10	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Other job-related duties as assigned.

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

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Knowledge of the principles, practices, and trends in the California public school system; ability to present ideas clearly and concisely in oral and written form; establish effective working relationships; organize and conduct information meetings; exercise tact, resourcefulness, and judgment; interpret and apply educational policy; analyze situations accurately and take effective action; seek guidance regarding complex or sensitive assignments; and work effectively in both independent and diverse multi-task team environments and in shared decision-making capacity.

PERSONAL CONTACTS

Contact with various staff at state agencies, such as the Office of Public School Construction and Department of Toxic Substances Control; local educational agencies; architects; local planning committees; school board members; and private contractors.

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