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

☐CURRENT
☒PROPOSED

PR LOG #: FR 26-340

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Education Program Consultant	Education Program Consultant

BRANCH
Information Technology Branch

DIVISION	OFFICE
Educational Data Management Division	Education Data Office

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R21	E	5217	174-550-2656-023	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 Administrator of the Education Data Office (EDO)and the Director of the Education Data Management Division (EDMD) and working cooperatively with program units and supervisors throughout the Department, the Education Programs Consultant works independently as the internal Data Liaison specific to alignment between the Consolidated Application and Reporting System (CARS) data collection and the respective federal programs. The EDO is responsible for maintaining and administering the CARS system and this position works with several program offices in CDE to verify, analyze, and make recommendations regarding requests for changes (Change Management), current reporting requirements, and risk analysis. This position also serves as the EDMD data privacy expert supporting the divisions Data Governance Office (DGO) efforts establishing, implementing, and maintaining formal data governance.

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

Education Administrator I

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Working in front of a computer for multiple hours per day.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required:	35	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Develop and implement Risk Management analyses for the Consolidated Application and Reporting System. Create and maintain issue logs, "lessons learned" register, defect logs, and new and updated requirement logs for CARS. Verify that all programmatic requests for data collection or changes meet statutory, administrative, audit or regulatory guidelines.

Relative % of Time Required:	35	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Analyze state and federal statutes, administrative regulations including Office of the Inspector General, policy documents, audit documentation, proposed data collections, and procedures related to the administration of categorical programs; and make recommendations (written and oral) for improvements. Prepare written correspondence as directed for LEAs, COEs and Charter school regarding CARS and ESEA as modified by ESSA. Stay up to date on and supporting the alignment of federal statute and data collections related to Federal Program Monitoring.

Relative % of Time Required:	20	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Support the EDMD in its implementation of the data governance program of the Department by provide consultative expertise on privacy policies and procedures in line with state and federal requirements. Serve as the division's data privacy expert in the establishment, implementation, and monitoring of data access and use policies. Remain up to date on state and federal data privacy laws as they relate to student-level data. Collaborate with the EDMD's DGO supporting the creation and maintenance of the data governance documents including the DEAM, data governance policies and procedures, and web pages managed by the EDMD DGO.

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

Duties Performed

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

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

Experience and Education in risk and change management, including maintaining logs and evaluating data-collection changes. Strong knowledge of state and federal education laws (ESEA/ESSA), audits, and program requirements. Expertise in data privacy (FERPA, state laws) and data governance practices. Ability to analyze complex regulatory materials and prepare clear written and oral recommendations. Skilled in education data systems, collaboration, and managing multiple priorities independently.

PERSONAL CONTACTS

The incumbent will have contact with external agencies, public groups, Executive Directors, Managers and Administrators, and Employees of 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
Karen Singh		

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