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

☐CURRENT
☒PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst II	

BRANCH
Opportunities for All

DIVISION	OFFICE
Special Education	Nonpublic Agencies

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R01	2	3677	174-663-5393-803	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 direction of the Supervisor I in the Nonpublic Agencies Unit (NPAU), Manager II of Fiscal Administration and Constituent Support Services, the Director and Associate Directors of the Special Education Division, and working cooperatively with program units and supervisors throughout the California Department of Education, the Analyst II independently reviews nonpublic agency (NPA) applications, provides technical assistance on the certification process, provides ongoing NPA program monitoring, and assists in the investigations of NPAs. This position provides analytical services in support of these functions. 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 incumbent reports directly to the Supervisor I of the NPAU.

SUPERVISORY RESPONSIBILITIES

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

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position requires the employee to report to the California Department of Education headquarters and work in a temperature-controlled office with artificial light as well as travel by plane and vehicle to conduct NPA monitoring site visits. The position may require working under tight deadlines. Requires use of department issued personal computer equipment and other standard office equipment.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required:	45	☒ Essential Function	☐ Non-Essential Function

Duties Performed

NPA Program Monitoring - Plan and conduct both on-site and virtual program monitoring reviews of approximately 800 certified NPAs on a three-year cycle. Areas of focus include facilities, educational environment, and quality of the educational program. Maintains a caseload of NPAs in specific regions and backs up other staff and caseload, as needed. This position will require travel to conduct on-site monitoring reviews. Provides technical assistance as needed to NPA as well as local educational agencies and special education local plan areas.

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

Duties Performed

Review NPA Applications - Independently review certification applications from new and renewing NPAs. Before approving, verify compliance with NPA requirements as outlined in state and federal law and regulations. Provides technical assistance as needed to NPA applicants as well as local educational agencies and special education local plan areas. Conduct phone interviews, examine documents, prepare written directives and correspondence. Record application information and generate certification documents to be distributed by mail and email.

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

Duties Performed

Prepare Documents - Draft reports and letters of program compliance and noncompliance; revise and update NPA application forms; prepare written responses to complaints; create and maintain spreadsheets; review and make recommendations on waivers; prepare memos and emails as needed.

Research - Review and analyze relevant materials such as California Education Code, California and federal regulations, management memos, reports, and legislation; research current issues relating to NPAs and students with disabilities; stay current on trends and relevant changes relating to the California Education Code and special education; and attend related meetings and conferences.

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

Duties Performed

Other Duties - Performs 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

- Knowledge of state and federal education laws, statutes, rules, policies, and procedures pertaining to special education preferred; work experience with local education agencies, school districts, amd parents
- Strong analytical, organizational, and problem-solving skills; strong effective written and oral communication
- Ability to handle unwelcome communications, establish effective working relationships, exercise tact and good judgment while remaining unbiased
- Ability to multi-task, exercise initiative, independence
- Ability to research and evaluate complex issues and data, determine outcomes, present findings to support recommendations; ability to handle unwelcome communications

PERSONAL CONTACTS

Contact with all levels of departmental employees; members of the public; specific representatives of new and renewing agencies; and other education entities such as special education local plan area staff, local educational agencies, and parents of special education students.

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
Analyst I	

BRANCH
Opportunities for All

DIVISION	OFFICE
Special Education	Nonpublic Agencies

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R01	2	3677	174-663-5157-803	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 supervision of the Supervisor I in the Nonpublic Agencies Unit (NPAU) under the Manager II of Fiscal Administration and Constituent Support Services and working cooperatively with program units and supervisors throughout the California Department of Education, the Analyst I assists with reviewing nonpublic agency (NPA) applications, providing technical assistance on the certification process, providing ongoing NPA program monitoring, and investigations of NPAs. This position provides analytical services in support of these functions. 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 incumbent reports directly to the Supervisor I of the NPAU.

SUPERVISORY RESPONSIBILITIES

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

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position requires the employee to report to the California Department of Education headquarters and work in a temperature-controlled office with artificial light as well as travel by plane and vehicle to conduct NPA monitoring site visits. The position may require working under tight deadlines. Requires use of department issued personal computer equipment and other standard office equipment.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 45 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

NPA Program Monitoring - In an assisted capacity, plan and conduct both on-site and virtual program monitoring reviews of approximately 800 certified NPAs on a three-year cycle. Areas of focus include facilities, educational environment, and quality of the educational program. Under guidance, maintains a caseload of NPAs in specific regions and backs up other staff and caseload, as needed. This position will require travel to conduct on-site monitoring reviews. Provides technical assistance as needed to NPA as well as local educational agencies and special education local plan areas.

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

Duties Performed

Review NPA Applications - With guidance and direction, review of certification applications from new and renewing NPAs. Before approving, verify compliance with NPA requirements as outlined in state and federal law and regulations. Provides technical assistance as needed to NPA applicants as well as local educational agencies and special education local plan areas. Conduct phone interviews, examine documents, prepare written directives and correspondence. Record application information and generate certification documents to be distributed by mail and email.

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

Duties Performed

Prepare Documents - Draft reports and letters of program compliance and noncompliance; revise and update NPA application forms; prepare written responses to complaints; create and maintain spreadsheets; review and make recommendations on waivers; prepare memos and emails as needed.

Research - Review and analyze relevant materials such as California Education Code, California and federal regulations, management memos, reports, and legislation; research current issues relating to NPAs and students with disabilities; stay current on trends and relevant changes relating to the California Education Code and special education; and attend related meetings and conferences.

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

Duties Performed

Other Duties - Performs 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

- Knowledge of state and federal education laws, statutes, rules, policies, and procedures pertaining to special education preferred; work experience with local education agencies, school districts, amd parents
- Strong analytical, organizational, and problem-solving skills; strong effective written and oral communication
- Ability to handle unwelcome communications, establish effective working relationships, exercise tact and good judgment while remaining unbiased
- Ability to multi-task, exercise initiative, independence
- Ability to research and evaluate complex issues and data, determine outcomes, present findings to support recommendations; ability to handle unwelcome communications

PERSONAL CONTACTS

Contact with all levels of departmental employees; members of the public; specific representatives of new and renewing agencies; and other education entities such as special education local plan area staff, local educational agencies, and parents of special education students.

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