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

☐CURRENT
☒PROPOSED

PR LOG #: FR 26-353

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Education Programs Consultant	Education Programs Consultant

BRANCH
Student Success and Career Readiness

DIVISION	OFFICE
Student Achievement and Support Division	Title I Monitoring and Support

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R21	E	2689	174-510-2656-126	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 in the Title I Monitoring and Support Office and the Director of the Student Achievement and Support Division, and working cooperatively with program units and supervisors throughout the California Department of Education, the EPC will review programs and services for alignment with legal requirements for Title I, Part A also named as the Compensatory Education program as well as for local educational agencies (LEAs) with schools identified for school improvement under the Every Student Succeeds Act under the School Support and Improvement monitoring programs in LEAs statewide. Travel is a required for this position.

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 Title I Monitoring & Support Office.

SUPERVISORY RESPONSIBILITIES

N/A

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 the laptop and mouse. Travel is required for this position. The work environment can be fast-paced and requires the incumbent to be flexible, self-directed, and organized.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 60	☒ Essential Function	☐ Non-Essential Function

Duties Performed

The EPC will provide technical assistance to LEAs in the design, implementation, and evaluation of Title I services; develop and implement tools for use in LEAs regarding Title I, Part A, and Comprehensive Support and Improvement (CSI); provide guidance on Consolidated Application program requirements, and conduct presentations or training on Title I policy implementation. Travel is required for this position.

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

Duties Performed

Consult with Clients: Will provide technical assistance to LEAs in the design, implementation, and evaluation of Title I services; in collaboration with others, conduct professional presentations/training at county offices, LEAs, and at conferences regarding Title I policy; provide guidance on Consolidated Application program requirements

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

Duties Performed

Design and Develop: Make recommendations and prepare reports for the Legislature and to senior management and the State Board of Education (SBE) of any necessary policy changes regarding Title I policy implementation to facilitate the goal of helping schools and LEAs make progress toward meeting federal and state benchmarks for academic growth.

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

Duties Performed

Other Duties as Assigned: Participate in staff meetings; keep supervisors apprised of the status of projects and problems; participate in training and technical assistance planning activities; assist other staff with critical projects as needed; perform other job-related duties as required. Participate in professional development activities such as workshops or webinars regarding state and federal legal requirements for Title I, Part A, and CSI.

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

PERSONAL CONTACTS

Contact with all levels of employees including Deputies, Directors, Managers, HR staff, and any other staff at the Department of Education.

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
Vacant		

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
Carrie Lopes		

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