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

☐ CURRENT
☒ PROPOSED

PR LOG #: FR 25-351

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Education Research and Evaluation Consultant	Education Research and Evaluation Consultant

BRANCH
Information and Technology

DIVISION	OFFICE
Education Data Management	CALPADS Office

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R21	E	3975	174-550-2643-TBD	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	No

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the direction of the Education Research and Evaluation Administrator I of the CALPADS Office (CO), the Education Research and Evaluation Consultant (EREC) serves as a lead researcher, analyst, and consultant responsible for the evaluation, analysis, and continuous improvement of complex student-level data collections within the California Longitudinal Pupil Achievement Data System (CALPADS). The EREC conducts research and evaluation activities to assess the effectiveness, quality, and integrity of data collections supporting Career Technical Education (CTE) programs and the Adjusted Cohort Graduation Rate (ACGR). Working collaboratively with program offices, local educational agencies (LEA), policymakers, and external partners, the EREC develops data-informed recommendations that support state and federal reporting requirements, education policy development, and program evaluation. The purpose of the CALPADS Office is to manage student-level data collections in CALPADS and support programs across the California Department of Education (CDE) to ensure accurate, complete, and timely programmatic data are available for education planning, evaluation, accountability, and public reporting.

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 Research and Evaluation Administrator I in the CALPADS Office.

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. Work in a climate-controlled office under artificial lighting. Office is located in a high rise building. Core business hours are M-F 8 am to 5 pm. Travel to attend meetings and trainings may be required.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

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

Duties Performed

Research and Program Evaluation:
Serves as a subject matter expert (SME) on CALPADS data related to CTE and the ACGR. Leads efforts to evaluate existing data collection and business practices to improve data quality and alignment with education policies and program requirements. Conducts qualitative and quantitative analyses to assess the impact of proposed legislative, regulatory, and programmatic changes on CTE and ACGR data collection and reporting. Develops and maintains system documentation, business rules, validation criteria, and reporting specifications to support data quality and compliance with state and federal requirements, including the federal Strengthening Career and Technical Education for the 21st Century Act (Perkins V). Prepares CALPADS Update Flashes, analytical reports, issue papers, policy briefs, and recommendations for management, program staff, and stakeholders regarding CTE and ACGR data collection and reporting. Uses statistical and analytical tools to interpret data, identify trends, and support evidence-based decision-making. Consults with internal and external stakeholders regarding research findings and the implications on data collection and reporting practices.

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

Duties Performed

Consultation and Stakeholder Engagement:
Serves as a lead consultant in researching, analyzing, and resolving issues related to CTE and ACGR data collection and reporting. Collaborates with program offices, local educational agencies, county offices of education, vendors, and other education partners to identify data collection and reporting challenges and develop solutions that improve data quality. Plans and facilitates work groups, stakeholder meetings, training sessions, and presentations to communicate data collection requirements, policy changes, and reporting expectations. Solicits stakeholder feedback regarding proposed data collection and reporting changes and incorporates feedback into recommendations and implementation strategies. Responds to inquiries related to CTE and ACGR data collection and reporting, conducts root-cause analyses of data collection and reporting issues, and provides consultation to support consistent interpretation and application of reporting requirements across the state.

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

Duties Performed

Research Coordination and Project Leadership:
Leads and coordinates research and evaluation associated with CALPADS CTE and ACGR data collection and reporting. Establishes project objectives, timelines, priorities, and deliverables to ensure successful completion of research and evaluation activities. Collaborates with program offices, the State Board of Education, the California Community Colleges Chancellor's Office, and other education partners to support statewide data initiatives and policy implementation efforts. Monitors project progress, prepares status updates for management, and ensures data analyses and recommendations are communicated effectively to stakeholders. Coordinates data collection, analysis, validation, and reporting activities to support accountability and public reporting requirements. Provides consultation and technical expertise regarding education research methodologies, evaluation practices, and data interpretation.

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

Duties Performed

Other Duties: Participates in staff meetings, keeps supervisor informed of the status of projects and problems, and analyzes legislation that contains data reporting requirements related to CTE programs and services. Completes 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

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
Cassandra "Diana" Casanova		

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