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	Language Services & Volunteer Coordinator

BRANCH
Building Educational Success Together

DIVISION	OFFICE
State Special Schools and Services	California School for the Deaf, Fremont

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R01	2		204-001-5157-001	Fremont, CA

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
12 Months	Permanent	Full-Time	Yes

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
In-Office	No	No

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the supervision of the HR Supervisor I, the incumbent serves as the coordinator for language services, including interpretations and translations, and for the volunteer program, to support staff, students, and families. Serves as the contract monitor for Interpreting and Translation contracts. communicating directly with the public, visitors, and staff. Incumbent must be proficient in English and ASL.

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

HR Supervisor I

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Primarily works in a temperature-controlled office with artificial light. Position is primarily sedentary for extended periods of time. The position may require working under tight deadlines and may require several hours of reviewing documents in both electronic and hard copy. Requires use of a personal computer, and standard office equipment Occasional reaching above shoulder level, occasional bending/stooping, and occasional lifting up to five(5) pounds.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

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

Duties Performed

Coordinates interpreter calendar for all interpreting requests including ASL and foreign language. Works closely with staff interpreters, Supervisor/Management team, and other requesters to schedule interpreters, including making changes, managing coverage prior to events and communicating status with requesters. Works with interpreter contacts who provide services throughout the school. Update calendar via scheduling platform with all new requests and changes. Must be flexible, well organized, and able to multitask and handle stress to maintain the schedule and relationships with all internal and external customers.

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

Duties Performed

Acts as a Contract Monitor for language services contracts; Analyzes and coordinates implementation of contract provisions which include tracking interpretation and translation service requests and reconciling against services rendered. Maintains a feedback form for staff to submit feedback on language services. Communicates with internal requesters and external contractors regarding any service record discrepancies and to provide possible feedback. Works together with the Business Office for contract processing and invoice payment as needed.

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

Duties Performed

Coordinate the CSD Volunteer Program, including application process, intake screening, placement, and hour monitoring. Volunteer placement will require the Analyst to determine the appropriate department and placement area considering background, skills, experience, and ASL proficiency of the volunteer applicant. Will work together with the Front Desk Office Technician to monitor check-in/check-out of volunteers to track hours.

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

Duties Performed

Other duties as assigned

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

This position requires the incumbent to work independently and cooperatively with others; demonstrate good working skills, maintain confidentiality and exercise good judgment.

By signing this duty statement, the employee understands and adheres to all policies and procedures related to Mandated Reporting of Suspected Child Abuse and Dependent Adult Abuse.

PERSONAL CONTACTS

The incumbent will have contact with all levels of staff, students, parents, and external agencies.

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