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

☐CURRENT
☒PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Supervisor I	State Preschool Compliance Manager

BRANCH
Opportunities for All

DIVISION	OFFICE
Early Education	Eligibility and Support Services

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
S01	E	3241	174-656-4800-005	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 the general direction of the Associate Director of the Early Education Division (EED), and working cooperatively with the Program Quality Implementation (PQI) Administrators, the incumbent manages the PQI Eligibility and Support Services Office. The Eligibility and Support Services Office provides analytical support and is responsible for conducting reviews of State Preschool programs based on established sampling procedures and protocols. This position requires ongoing travel.

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 Supervisor I reports directly to the Associate Director of the EED.

SUPERVISORY RESPONSIBILITIES

Directs and supervises professional staff assigned to the unit in the Analyst I and Analyst II classifications.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position is headquartered in Sacramento and may be eligible for a hybrid telework schedule for applicants residing in California. A hybrid telework schedule includes working remotely and reporting to the office as required. The position requires extended periods of sitting while working at a computer workstation and repetitive use of the hands, forearms, and fingers to operate a laptop, mouse, and keyboard.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

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

Duties Performed

Staff Supervision and Leadership: Directs and supervises staff assigned to the unit; determines ongoing work assignments and delegates responsibilities; directs daily activities and special assignments; monitors and evaluates staff performance; approves travel and leave; and conducts, coordinates, and approves training activities. The Supervisor I leads and supervises analytical staff in conducting on-site and desk reviews and establishing a State Preschool baseline error rate. The incumbent directs staff in working with high-risk programs to assess error rate frequency and develop and implement plans to reduce errors. The Supervisor I also directs staff in providing technical assistance to programs and provides oversight of the implementation of corrective action plans. Ensures each plan assists programs in the interpretation and implementation of state regulatory requirements and mandates.

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

Duties Performed

Work Products: Directs and supervises the preparation of staff work products, including monitoring and data reports and the establishment of a State Preschool baseline error rate. Determines tasks, timelines, and due dates; reviews work products for accuracy and completeness; ensures monitoring reports and corrective action plans are consistent with applicable policies and procedures; and provides ongoing follow-up and support to programs to reduce error rate frequency.

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

Duties Performed

Policy Development/Implementation: In consultation with administrators and consultants within the division, the Supervisor I directs the development and implementation of strategies to monitor State Preschool programs; gathers data regarding monitoring results; analyzes and reports findings to managers within the division and to other state and local agencies; provides technical assistance to local agencies; develops strategies to support the implementation of sound program practices; and proposes changes to statutes or regulations to improve program integrity and efficiency.

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

Duties Performed

Internal/External Representation: The Supervisor I represents the Division within the Department, with other state agencies, and with local constituent organizations, such as EveryChild California; makes presentations; gathers feedback and concerns; and clarifies policies and procedures.

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

Duties Performed

Administrative Responsibilities: Interviews and selects personnel assigned to the unit; monitors the unit's budget; prepares budget documents to support unit operations; ensures correspondence from the unit complies with departmental policies and standards; conducts and attends staff meetings; and prepares state and federal reports, as necessary.

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

Duties Performed

Other duties as required.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Maintains consistent and reliable attendance; communicates effectively, both orally and in writing; develops and maintains knowledge related to assigned duties; completes assignments in a timely and efficient manner; and adheres to departmental policies and procedures. Demonstrates knowledge of early education principles, practices, and trends; establishes effective working relationships; exercises sound judgment, tact, and resourcefulness; and works effectively both independently and in team environments. Supports the implementation of the Universal PreKindergarten (UPK) System of Support, continuous improvement efforts, and the Division's implementation of the Classroom Assessment Scoring System (CLASS).

PERSONAL CONTACTS

The incumbent has contact with employees at all levels of the Department, including managers, administrators, directors, and deputy directors. External contacts include representatives of public and private agencies, including local educational agencies and community-based organizations.

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
Shanna Birkholz-Vasquez		

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