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

| □CURRENT |
|-----------|
| □PROPOSED |

| | DUTY STA | ATEMENT | - | PR LOG #: |
|--------------------------|-------------------------|-----------|------------------|----------------------|
| CIVIL SERVICE CLASSIFICA | ATION | WORKING | TITLE | |
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| BRANCH | | | | |
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| DIVISION | | OFFICE | | |
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| CBID WWG PCN | POSITION NUMBER | SPECIFIC | LOCATION | |
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| PROBATIONARY PERIOD | TENURE | TIME BASI | Е В | ILINGUAL POSITION |
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| TELEWORK OPTION | SAFETY SENSITIVE POSITI | ON | CONFLICT OF INTE | EREST CLASSIFICATION |
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| DIRECTION STATEMENT AN | ND GENERAL DESCRIPTION | OF DUTIES | 3 | |
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| CONDUCT, ATTENDANCE, A | AND PERFORMANCE EXPEC | CTATIONS | | |
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| SUPERVISION BY | | | | |
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| SUPERVISORY RESPONSIE | RII ITIES | | | |
| COT ETCHOOTE TREAT OF OR | JETTILO | | | |
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| WORKING CONDITIONS AN | D PHYSICAL REQUIREMENT | S | | |
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| ESSENTIAL/NON-ESSENTIAI | L FUNCTIONS | | |
|------------------------------|-------------|---------------------|-------------------------|
| Relative % of Time Required: | | ☐Essential Function | □Non-Essential Function |
| Duties Performed | | | |
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| Relative % of Time Required: | | ☐Essential Function | ☐Non-Essential Function |
| Duties Performed | | | |
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| Relative % of Time Required: | | Essential Function | □Non-Essential Function |
| Duties Performed | | | |
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| Relative % of Time Required: | ☐Essential Function | □Non-Essential Function |
|------------------------------|---------------------|-------------------------|
| Duties Performed | | |
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| Relative % of Time Required: | ☐Essential Function | □Non-Essential Function |
| Duties Performed | | |
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| Relative % of Time Required: | ☐Essential Function | □Non-Essential Function |
| Duties Performed | | |

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| SPECIAL/ADDITIONAL REQUIREMENTS A | AND DESIRABLE QUALIFICATIONS | |
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| PERSONAL CONTACTS | | |
| FERSONAL CONTACTS | | |
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| EMPLOYEE ACKNOWLEDGEMENT | | |
| I have read and understand the duties and rewithout an accommodation. (If you believe a | equirements listed above, and I am able to perform the n accommodation may be necessary, or if unsure of a corthe Accommodations Coordinator at Accommodation | need for an |
| I have read and understand the duties and rewithout an accommodation. (If you believe a | n accommodation may be necessary, or if unsure of a | need for an |
| I have read and understand the duties and rewithout an accommodation. (If you believe as accommodation, inform the hiring supervisor | n accommodation may be necessary, or if unsure of a refer to the Accommodations Coordinator at Accommodation | need for an ons@cde.ca.gov.) |
| I have read and understand the duties and rewithout an accommodation. (If you believe as accommodation, inform the hiring supervisor | n accommodation may be necessary, or if unsure of a refer to the Accommodations Coordinator at Accommodation | need for an ons@cde.ca.gov.) |
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