



## DUTY STATEMENT

PROGRAM CALIFORNIA VOLUNTEERS		POSITION NUMBER (Agency – Unit – Class – Serial) 368-655-1997-XXX				
BRANCH College Corps		CLASSIFICATION TITLE Assistant to the Governor (Exempt Appointee)				
SECTION/UNIT (If applicable) N/A		WORKING TITLE College Corps Program Director				
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID E99	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Yes	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				
PRIMARY DOMAIN (IT positions only)	N/A					

### AGENCY OVERVIEW

The Office of Planning and Research (OPR) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. OPR assists the Governor and the Administration in planning, research, policy development, and legislative analysis. OPR formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. OPR's budget programs include State Planning and Policy Development, Strategic Growth Council, California Volunteers, Office of Community Partnership and Strategic Communication, Racial Equity Commission, and Youth Empowerment Commission. OPR is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

### GENERAL STATEMENT

Under general direction of the Chief Program Officer (Exempt), the College Corps Program Director (Exempt) is responsible for developing policies and overseeing the design and implementation of the #CaliforniansForAll College Corps program at colleges and universities throughout the State. The College Corps Program Director oversees and manages a team of 8-10 program staff.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
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### ESSENTIAL FUNCTIONS

<b>40%</b>	<p><b>Program Strategy and Implementation</b> Oversees the implementation and continuous improvement of the College Corps Program. Oversees the communication with College Corps partner campuses, including development of program timelines and guidance documents to ensure successful program implementation. Designs and implements overall data collection and program monitoring strategy and supports the statewide evaluation of College Corps. Works to ensure that program staff are learning from evaluation findings. Oversees implementation of the Statewide Cohort Experience for all College Corps Fellows. Supports statewide marketing and communications initiatives designed to raise program visibility and support the annual recruitment of College Corps Fellows</p>
<b>30%</b>	<p><b>Team Leadership and Management</b> Provides big picture vision, day-to-day leadership, and strong people management for the entire</p>

<p><b>20%</b></p>	<p>College Corps team. Leads College Corps strategic planning, annual planning, and priority-setting exercises. Ensures staff's workload is manageable. Monitor ad hoc requests so no one staff is overburden. Mentors and coaches other leaders of the College Corps team to ensure effective communication, coordination and adherence to team values. Works collaboratively and transparently with other departments across California Volunteers to ensure alignment on priorities and goals. Sets a strong foundation for advancing the values of Diversity, Equity, and Inclusion across the College Corps team and the broader organization.</p> <p><b>Stewarding External Partnerships</b> Collaborates, cultivates and manages relationships with higher education partners, including the UC Office of the President, CSU Chancellor's Office, California Community College Chancellor's Office, and private colleges and universities. Builds a strong network of College Corps partner campuses in order to promote peer learning and exchange of best practices across the network. Maintains exceptionally high brand standards in all activities and communication, especially as it relates to stakeholder engagement on behalf of the organization. Cultivates relationships with nonprofit partners, state agency partners, and higher education thought leaders to build their support for College Corps.</p>
<p><b>10%</b></p>	<p><b>MARGINAL FUNCTIONS</b> Participates in staff meetings, work events, attends trainings, provides work status reports, handles special projects, serves on inter-department working groups, and performs other job-related duties as required.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b> <i>Knowledge of:</i> The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.</p> <p><i>Ability to:</i> Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Outstanding strategic communications and public speaking skills, with the confidence and poise to effectively represent California Volunteers with both internal and external audiences.</li> <li>• Strategic and analytic thinker, with the ability to design and facilitate strategic planning and priority-setting exercises with the College Corps team and senior leadership.</li> <li>• Strong track record of building highly effective, collaborative and empowered teams, particularly in remote or hybrid work environments.</li> <li>• High emotional intelligence, with the ability to build trust and positive working relationships with team members and partners from diverse backgrounds.</li> <li>• Clear and succinct communicator, both verbally and in writing.</li> <li>• Ability to work effectively in a dedicated, mission and team-oriented office environment.</li> <li>• Highly organized and self-motivated, with the ability to multi-task and meet deadlines in a fast-paced work environment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Patience, flexibility and ability to quickly learn and apply new skills.</li> <li>• Knows when to act independently and when to consult for advice on decision-making.</li> <li>• Significant experience working in or with higher education institutions and a solid understanding of the challenges faced by first generation college students.</li> <li>• Expertise in national service programs, community service efforts, and/or higher education service-learning initiatives.</li> <li>• Strong project management skills and consistent follow-through</li> </ul> <p><b>SPECIAL PHYSICAL CHARACTERISTICS:</b> Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional travel up to 10% may be required in the Sacramento area.</p>
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The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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**EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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