Position Duty Statement

Date: 8/1/2024	**Name of Incumbent:** VACANT
Civil Service Title: Community College Specialist	**Position Number:** 364-700-2539-020
Working or Job Title: Community College Specialist	**Division/Unit:** Educational Services and Support
Supervisor's Civil Service Title: Community College Administrator I	**Location:** Sacramento, CA
Supervisor's Working Title: Dean, Educational Services and Support	**Work Hours/Shift:** M-F 8 a.m.-5 p.m., Full Time
Conflict of Interest Disclosure Category: ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ N/A	**License or Other Requirement:** N/A

Supervises:
N/A

You are a valued member of the Agency's team. You are expected to work cooperatively with team members and others to enable the Agency to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

Program Identification:

The Chancellor's Office values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We share responsibility for creating an equitable, diverse, and inclusive community, and we see these values as connected to our mission and critical to ensure the well-being of our staff and students we serve.

The Office of Equitable Student Learning, Experience, and Impact (ESLEI) is committed to building and strengthening equitable student outcomes throughout the California Community Colleges (CCC). ESLEI performs ten core functions in service of achieving the Vision for Success goals and improving Student Success Metrics, including: (1) Data & Research; (2) Technology Infrastructure & Investments; (3) Funding and Contract Management; (4) Field Guidance and Implementation; (5) Innovations for System Change; (6) Policy and Regulatory Actions; (7) Partnerships and Network Development; (8) Technical Assistance and Professional Development; (9) Participatory Governance & Advisory Committees; and (10) Strategic and Operational Communication.

ESLEI is comprised of two divisions: Educational Services and Support (ESS), and Workforce and Economic Development (WEDD), which are focused on empowering learners, creating unconditional belonging, and ensuring career mobility. As part of ESS, the Academic Affairs Unit tracks all curriculum for all 116 community colleges, manages curricular statute & regulation requirements, administers a suite of equity student intervention grant programs, leads the implementation of instructional strategic initiatives, facilitates faculty professional development, and manages intersegmental partnerships with 4-year institutions. Also, as a part of ESS, the Student Experience & Resources unit allocates and manages 20+ categorical and specially-funding programs, oversees the student-facing technology portfolio, and leads efforts to create inclusive and accessible educational environments. Finally, WEDD manages programs and state investments focused on apprenticeship, workforce training programs, career technical education, and regional support infrastructure. Strategic planning and integration occur across the three areas and with other internal and external stakeholders to provide system-wide leadership and technical assistance in a cohesive and comprehensive manner.

Summary Statement:

Under the general direction of an Educational Services & Support Dean, the Community College Specialist (Specialist) will provide leadership, coordination, advocacy and assistance in the development, administration and evaluation of activities, research, and functions related to the support of the Academic Affairs unit. The Specialist will perform complex analytical and research duties in planning, developing, administering, and evaluating a wide variety of Community College programs, projects, initiatives, and grants.

Key areas of responsibility may include the following: Curriculum Coordination and Support, Instructional Design and Delivery, and Intervention Programs and Grants. The Specialist will work directly with the California Community Colleges and provide guidance and support; formulate procedures, policies, and program plans; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation, policy, and regulations, and advise leadership on the impact or potential impact; coordinate efforts; and represent the agency, office, and division. The Specialist may provide guidance for CCPA, AGPA and SSA staff in effective support of unit functions and effectiveness. The Specialist may also receive additional direction from the office and division Executive Vice Chancellor/Vice Chancellors for special projects as appropriate.

Essential Functions (E) – Marginal Functions (M)

%	Job Description
40% (E)	**Program/Initiative Development, Management and Evaluation** Lead the coordination, management and monitoring of statewide program(s), initiative(s) and/or community college/intersegmental pathway alignment efforts. Support assigned program/initiative development, tracking, review, and evaluation. Implement high-impact and sustainable programs/initiatives and partnerships with stakeholder groups. Provide comprehensive review and tracking of programs, initiatives, and partnership activities. Develop and implement policies and procedures for assigned statewide program(s) or initiative(s) considering the effects on stakeholder groups. Identify program/initiative funding sources and administer associated funding. Review Request for Proposals & Request for Applications submissions, contract negotiations, sub-award issuance, and post-award administration. Create service provider scopes of work and monitor for compliance with agreement terms and legislative guidelines. Ensure adherence to contract, project, and legislative deliverables. Provide leadership to CCPA II and AGPA staff as appropriate.
20% (E)	**Coordination and Consultation** Serve as an effective consultative representative for the Board of Governors, the Chancellor's Office, and the interests of the community colleges on issues related to the division and the unit. Provide direction and support to colleges, and technical assistance to staff, on program/initiative implementation. Develop strategies to improve community college program/initiative implementation, evaluation, and improvement. Work with community colleges to identify program/initiative best practices and showcase effective programs/initiatives. Create guidance memos, correspondence, and emails to internal and external parties. Participate in work groups, committees and task forces as assigned. Maintain ongoing communication and consultation with program directors, where applicable. Participate in and present at conferences and meetings as requested. Assist with the preparation of agenda items to the Board of Governors, Chancellor's Office consultation bodies, and Chancellor's Executive Leadership as appropriate.
20% (E)	**Policy and Regulation** Research complex California Education Code and California Code of Regulations, title 5, to understand and effectively implement the assigned program(s)/initiative(s) to enhance services and avoid unintended consequences. Provide technical information and support to the colleges regarding the interpretation and implementation of legislation, budget act language, regulations, policies, and procedures. Serve as a resource for districts, colleges, and the Chancellor's Office on regulation, policy, and procedural matters. Analyze, develop, and coordinate policies for program improvement. Disseminate effective practices

	related to program implementation through trainings, regular email communications and webpage updates, and by responding to email and telephone inquiries. Research and draft legislative reports as needed. Develop, coordinate, and conduct in-service training via online, conferences, workshops, or one-on-one.
15% (E)	**Data and Research** Collect and analyze complex relevant data to support the needs and evaluation of assigned programs/initiatives. Manage the completion of surveys, studies, and reports. Assist in ongoing monitoring and evaluation of the effectiveness of implementation activities. Present Educational Services program/initiative research and information internally and externally to colleges, stakeholder groups, community & intersegmental partners, and relevant agencies.
5% (M)	Other duties as assigned in support of the mission and goals of the Division and the Agency's *Vision 2030*.

State of California
California Community Colleges
Chancellor's Office

Incumbent: VACANT
Classification: Community Colleges Specialist
Position Number: 364-700-2539-020

IMPACT AND CONSEQUENCE OF ERROR:

- Delays, inaccuracy, or incomplete program or fiscal information or monitoring could result in loss or reduction of program funding
- Inaccurate communications and guidance to colleges could create compliance issues for colleges and negatively impact the credibility of the Chancellor's Office with the administration, legislature, and colleges

PROFESSIONAL CONTACTS:

- Frequent contact with Chancellor's Office staff at all levels
- Frequent contact with state educational agencies, community colleges, and districts
- Frequent contact with consultants, partners, and advisors associated with the initiative
- Periodic contact with professional organizations and other stakeholders
- Periodic contact and coordination with other federal, state, and local agencies

SPECIAL PERSONAL CHARACTERISTICS:

- Ability to work independently and take initiative with minimal guidance or direction.
- Ability to work collaboratively as a team member.
- Strong oral and written communication skills especially presentation and facilitation capabilities.
- Strong analytical, research, and presentation skills.
- Positive attitude, open-mindedness, flexibility, and tact.
- Commitment to quality service that exceeds expectations.
- Excellent organizational skills.
- Focus attention to detail and follow-through.
- Multi-task, meet deadlines, and adjust to changing priorities in a cooperative manner.
- Good attendance and punctuality record.
- Consistently exercise a high degree of initiative.
- Analyze situation and adopt effective course of action.
- Provide backup to other staff during absences.
- Working proficiency in Microsoft Word, Outlook, Excel, and PowerPoint.
- Communicate confidently and courteously in a clear and concise manner in a diverse community.

WORKING AND ENVIRONMENTAL CONDITIONS:

- Hybrid work setting provided
- Work in a climate-controlled, open office environment under artificial lighting.
- Exposure to computer screens and other basic office equipment.
- Periodic overnight travel may be required
- Public speaking is required

I have read and understand all the requirements and information above and discussed the duties listed above with my supervisor and can perform them either with or without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with your hiring supervisor. If you are unsure whether you require RA, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Employee Signature:	**Date:**

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature:	**Date:**