



Position Duty Statement

Date: October 2, 2024	Name of Incumbent: Vacant
Civil Service Title: Community College Education Administrator II	Position Number: 364-100-2537-903
Working or Job Title: Assistant Vice Chancellor, Fiscal Services	Division/Unit: College Finance and Facilities Planning
Supervisor's Civil Service Title: Vice Chancellor, College Finance and Facilities	Location: Sacramento, California
Supervisor's Working Title: Vice Chancellor, College Finance and Facilities	Work Hours/Shift: 8:00 am – 5:00 pm (Monday-Friday)
Conflict of Interest Disclosure Category: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> N/A	License or Other Requirement: N/A

Supervises:

N/A

You are a valued member of the Chancellor's Office's team. You are expected to work cooperatively with team members and others to enable the Chancellor's Office 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. You must be willing and able to maintain confidentiality when required.

Program Identification:

The College Finance and Facilities Planning Division oversees the distribution and formulation of policies that determine the amount of resources available to the 73 community college districts. The division represents the system in advocating for state operations and local assistance resources including capital outlay funds and other facilities related funding opportunities with the Legislature and the Department of Finance. In addition, the division oversees budgeting and accounting activities for the Chancellor's Office. The division includes the following units: accounting, budget office, facilities planning, student housing, fiscal services, and fiscal standards and accountability.

Summary Statement:

Under the administrative direction of the Vice Chancellor of College Finance and Facilities, the Assistant Vice Chancellor of Fiscal Services will serve as a member of the division leadership team. The incumbent is responsible for the strategic direction, leadership, and oversight of the accounting, budget, and fiscal services units and oversees approximately \$13 billion in annual funding for the community colleges and an approximately \$30 million annual state operational budget. The Assistant Vice Chancellor, through the direction of the Vice Chancellor, directs section administrators responsible for the direction of three division units.

Essential Functions (E) – Marginal Functions (M)

%	Job Description
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<p>25% (E)</p>	<p>Principal Fiscal Advisor. Serves as a principal fiscal advisor to the Vice Chancellor and executive staff, providing guidance and expertise on organizational improvement projects designed to achieve identified strategic goals and budgetary objectives. Supports the Vice Chancellor in the implementation of division goals, strategic priorities, and initiatives. Leads organizational change efforts resulting from new legislation, audit findings, and program growth. Develops and implements sensitive and complex policies and procedures and directs Chancellor's Office administrative functions in the areas of accounting, budgets, local assistance, fiscal services (apportionments), and contracts and grants. Ensures all aspects of the division and units' operations are completed in an efficient and equitable manner and that decisions are properly based on Board of Governor and Chancellor's Office policies, Education Code mandates and the California Code of Regulations.</p>
<p>25% (E)</p>	<p>Division/Unit Operations. Supports the effective and timely operations of the division. Directs the managers of units responsible for accounting, apportionments, implementation of the Student Centered Funding Formula, and budget preparation and expenditure control. Ensures that essential information is communicated with the Chancellor's Office fiscal agent in a timely manner and that the fiscal agent meets contractual obligations. Meets regularly with unit directors to review workload, emerging issues, and scope of services provided, and to ensure each unit is meeting key goals and deadlines. Supports the analysis of legislation, Education Code, and Title 5 requirements. Recommends and oversees the implementation of appropriate procedures. Ensures completeness, accuracy, and uniformity of data developed and reported by California Community Colleges, including annual financial reports to state control agencies and legislative reports. Coordinates with division units and other divisions to disseminate internal and external guidance including through memos, manuals, handbooks, trainings, and webinars as needed. Oversees Fiscal Forward Desk Sessions in coordination with the Fiscal Standards and Accountability Unit to provide essential information to new community college leaders related to financial compliance and multi-year planning under the Student Centered Funding Formula.</p>
<p>15% (E)</p>	<p>Staff Development. Coordinate staffing and personnel actions to accomplish objectives consistent with unit, division, office, and Chancellor's Office goals and objectives. Strengthen Division performance by defining and communicating job duties and expectations, reviewing work products, providing feedback, and identifying training and cross-training needs to maintain superior work quality. Encourage and guide career development of staff. Implement program, administrative, and personnel policies and procedures by communicating with staff to ensure compliance with the California community colleges, federal and State policies, laws and regulations. Participate in merit-based hiring, promotion, and employee development by applying the Chancellor's Office personnel directives to ensure a productive work environment that is free from discrimination and harassment.</p>

<p>15% (E)</p>	<p>State Operations and Local Assistance. Oversees management of the Chancellor's Office budget and works in cooperation with the Vice Chancellor and executive staff to manage approximately \$13 billion in state funding for community colleges, contracts with Local Education Agencies, and an approximately \$30 million internal budget. Oversees development of quarterly budget reports, executive briefings, division level travel and general expense reports, preparation of year-end financial statements and review and adjustment of internal financial controls. Ensures that Chancellor's Office divisions receive and adhere to annual travel and general expense budgets. Ensures all aspects of the division and units' operations are completed in an efficient and equitable manner and that decisions are properly based on Board of Governor and Chancellor's Office policies, Education Code mandates and the California Code of Regulations.</p>
<p>15% (E)</p>	<p>Budget and Legislative Support: As directed by the Vice Chancellor, oversees development of budget related communications to the Board of Governors, Consultation Council, and Chancellor's Office executive staff. Works collaboratively with external partners, such as the Association of CA Community College Administrators, Association of Chief Business Officials, Community College League of California to produce the Joint Analysis, a common set of communications, at major points in the budget process, including the release of the Governor's Budget in January, the May Revision, and the final budget enactment. Supports the Vice Chancellor in communicating outcomes and guidelines of the budget act including but not limited to preparing content for Annual Budget Workshop, Fiscal and Policy Webinars, and conference presentations. Oversees preparation of <i>The Compendium of Allocations and Resources</i> to communicate budget and district allocation information to the community colleges. Coordinates with the Department of Finance on administering annual budget drills and making necessary adjustments for inclusion in the Governor's Budget and May Revision. In coordination with the Government Relations Division, supports development of data which justifies budgets requests, including budget change proposals. Ensures the policies and priorities of the Chancellor are reflected in the systemwide budget and legislative request. Supports the activities and functions of the Chancellor's Office's budget analysts. Helps monitor and evaluate the impact of budget and legislative changes to the system, initiates studies, provides data and analysis for budget hearings, and makes recommendations on strategic actions.</p>
<p>5% (M)</p>	<p>Perform other related duties as necessary to accomplish the objectives of the College Finance and Facilities Planning Division as appropriate to the classification.</p>

IMPACT AND CONSEQUENCE OF ERROR:

- Negative impact on facilities funding of the system.
- Delay or loss in community college project funding.
- Chancellor's Office not informed to make important fiscal decisions.

PROFESSIONAL CONTACTS:

- Frequent contact with CCCCCO staff at all levels.
- Frequent contact with Department of Finance staff.
- Occasional contact with other state Chancellor's Office staff.
- Occasional contact with community college staff and officials

SPECIAL PERSONAL CHARACTERISTICS:

- Ability to work independently and take initiative with guidance or direction.
- Ability to work collaboratively as a team member.
- Use technology effectively in the performance of one's job.
- Integrates and accepts new technology when appropriate.
- Possess strong written communication skills.
- Possess presentation and facilitation skills.
- Comfortable presenting information to large groups.
- Good analytical and research skills.
- Positive attitude, open-mindedness, flexibility, and tact.
- Commitment to quality service that exceeds expectations.
- Strong organizational skills.
- Focus attention to detail and follow-through.
- Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner.
- Good attendance and punctuality record.
- Consistently exercise a high degree of initiative.
- Analyze a situation and adopt effective course of action.
- Provide backup to other staff during absences.
- Working proficiency in Microsoft Word, Outlook, Excel, Access, and PowerPoint.
- Communicate confidently and courteously in a clear and concise manner in a diverse community.

WORKING AND ENVIRONMENTAL CONDITIONS:

- Ability to use standard computer and office machines for extended periods of time
- Communicate in a clear and concise manner.
- Telework or work in a climate-controlled, open office environment under artificial lighting.
- Exposure to computer screens and other basic office equipment.
- Hybrid work environment
- Ability to telework
- 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: