

### Position Duty Statement

<b>Date:</b> November 8, 2024	<b>Name of Incumbent:</b> VACANT
<b>Civil Service Title:</b> Community College Administrator I	<b>Position Number:</b> 364-400-2450-002
<b>Working or Job Title:</b> Dean, Workforce & Economic Development	<b>Division/Unit:</b> Workforce & Economic Development Division
<b>Supervisor's Civil Service Title:</b> Vice Chancellor, WEDD	<b>Location:</b> Sacramento, CA
<b>Supervisor's Working Title:</b> Vice Chancellor, WEDD	<b>Work Hours/Shift:</b> Full Time
<b>Conflict of Interest Disclosure Category:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A	<b>License or Other Requirement:</b> N/A

**Supervises:**

Community College Specialist (x1), Community College Program Assistant (x1), Associate Governmental Program Analyst (x2)

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 Workforce and Economic Development Division bridges the skills and jobs mismatch and prepares California's Workforce for the 21<sup>st</sup> century careers through career education. The Division serves as administrator for several streams of state and federal funds including the Carl D. Perkins Technical Education Act, Proposition 98 dollars for Apprenticeship, Nursing Program Support, Strong Workforce, Strong Workforce K12, Economic and Workforce Development, Adult Education and other funding streams. The Division collaborates closely with other divisions across the agency to implement the Vision for Success, as well as with employers, organized labor, local communities, community colleges, California Department of Education and other educational and state agencies through programing supported by these funds to close the skills and employment gaps, enable wage gains, and foster student success and completion, and preparing students for the future of work.

**Summary Statement:**

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Under the general direction of the Vice Chancellor for Workforce & Economic Development, the Dean of WEDD is responsible for performing a wide range of complex assignments which are characterized in their impact as being statewide, system wide, intersegmental, intra-agency, cross divisional, interdisciplinary, legislatively important, and sometimes controversial/ sensitive in nature, including duties in the areas of: Budgets, contracts, grants, program management, oversight and evaluation, managerial, supervision, technical assistance, committee leadership and collaboration. The Dean is an integral member of the division/ Agency leadership team and is expected to think strategically, problem solve, anticipate needs, challenges, consequences and opportunities, exercise sound judgment, and lead by example. Utilize root cause analysis and risk mitigation assessment, building stakeholder relationships focused on an outward mindset, and provide regular programmatic feedback and recommendations to the executive team while managing a disciplined operation with initiative, act with unquestionable integrity, demonstrate good work ethics, as well as work collaboratively to advance the goals of the division, agency and the Board of Governors.

**Essential Functions (E) – Marginal Functions (M)**

%	Job Description
<b>30%</b>	<p><b>Program Leadership, oversight and evaluation</b> - Demonstrate program ownership by holding self and direct reports accountable. Provide program leadership and guidance to program staff in the execution of assigned programs to accomplish deliverables, meet deadlines, and achievement of outcomes. Demonstrate statewide leadership on behalf of the CCCO through testimony, presentations, and participation in committees and task forces to promote system goals and objectives. Analyze data related to the planning, administration, and evaluation of programs to determine the program’s effectiveness to meet the Vision for Success goals. Oversee the design and implementation as well as manage data collection systems and grant management systems, to ensure compliance with applicable Agency, state or federal requirements. Establish program goals and priorities to ensure program and Agency objectives and deadlines are met. Manage research and analytical projects to inform policy development and to meet reporting requirements and Agency objectives. Monitor educational research and policy issues through review of publications and conference presentations to maintain current on trends. Develop and prepare written and oral presentations to system constituencies and external agencies to provide information and recommendations on current policy initiatives. Provide leadership in support of the implementation of Board of Governors actions and Agency policies and procedures.</p>

<b>30%</b>	<p><b>Program management, budgets, contracts and grants</b> - Ensure timely delivery of required legislative, state or federal statutory and regulatory requirements using Agency approved formats. Manage grant or contract award processes which include the development of requests for applications or proposals, administration of the scoring and grants/contracts award process to ensure effective program management using the established procedures. Oversee the preparation and execution of grants and contracts related to the execution of program deliverables and outcomes, and related Board of Governors (BOG) items. Provide program oversight to meet standards and compliance with state and federal laws, rules, and regulations. Oversee the development of budget change proposals and concept papers by identifying resource needs, defining the scopes of work, tasks, personnel and budget required. Effectively manage assigned program budgets using principles of public funds stewardship, and regular reporting. Oversee the preparation of items related to the (BOG), Consultation council and system constituencies including the legislature. Maintain guidance and training materials by developing and revising handbooks, advisories and other documents to ensure effective program oversight, implementation and management.</p> <p><b>Technical Assistance</b>-Provide technical assistance to community college districts, control agencies, the Legislature, the public, and other stakeholders to ensure appropriate and consistent information, Review programs and analyzing research on issues, strategies and trend in California and the nation. Analyze and compile information on program effectiveness, best practices, and innovative approaches, and disseminate information to relevant stakeholders. Conducting workshops, webinars, conferences and seminars using effective communication skills. Develop training for diverse audiences using multiple modes and channels to facilitate a common understanding of policies, practices and procedures.</p>
<b>20%</b>	<p><b>Supervision</b>- Motivate, coach, counsel, and hold staff accountable to meet deadlines and achieve program/ division and Agency goals and objectives. Address performance issues (work performance, work quality, attitude) in a timely manner in order to facilitate a positive and productive work environment. Support and promote staff development by coaching or mentoring employees to strengthen their knowledge and skills in the effective implementation of an outward mindset. Promote and foster collaboration, positivity, teamwork among assigned staff, across the division and agency. Promote merit-based hiring, promotion and employee development by applying the Agency personnel directives to ensure a productive work environment that is free from discrimination and harassment. Document employee performance to ensure work is in compliance with assigned duty statements and agency employee guidelines. Complete required performance evaluations to ensure feedback to employees in compliance with Agency and state policy and procedures. Ensure division performance by clearly defining job duties, establishing expectations, reviewing work products, providing feedback and resources, promoting succession planning and identifying training needed to maintain superior work quality and to ensure program outcomes are achieved. Ensure proper onboarding of new staff members.</p>

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<b>5%</b>	<b>Policy and Collaboration</b> - Monitor state and federal legislation and other policy proposals for potential impact on assigned programs. Serve on boards and regulatory bodies on behalf of the Agency as assigned. Develop and revise regulations, policies and procedures for assigned programs to align programs to strategic direction as appropriate to carry out Agency goals and objectives. Interpret state and federal laws, rules and regulations to ensure consistent program and policy implementation, using knowledge of statutes, legislative intent, and policies. Analyze legislation and other policy proposals to determine potential impact on assigned programs and resource requirements by considering relevant information. Make recommendations regarding proposed legislation to ensure program viability and sustainability to achieve Agency goals. Support Agency policy efforts by using effective communication skills. Work collaboratively with stakeholders to propose, develop and implement innovative approaches and best practices for program implementation and outcomes. Participate and represent the Agency in meetings, committees, task forces, working groups and other entities as assigned.
<b>5%</b>	<b>Miscellaneous- Other duties as assigned-</b> Inform executive managers of significant and/or controversial issues and their potential impact on the programs and system. Provide program, policy and personnel recommendations to the executive managers to support Agency goals and objectives. Lead and support special projects as assigned. Periodic overnight travel may be required.

**IMPACT AND CONSEQUENCE OF ERROR:**

- Errors in judgement or decisions regarding grants and contracts could affect the fiscal liability of the Agency.
- Inaccurate, delayed, or incomplete grant monitoring may result in loss of funding to the Agency and/or to colleges or districts.
- Delays, inaccuracy or incomplete reports could result in loss of funding and audit findings.

**PROFESSIONAL CONTACTS:**

- Frequent contact with CCCCCO staff at all levels
- Frequent contact with other state agencies and community colleges and districts

**SPECIAL PERSONAL CHARACTERISTICS:**

- Demonstrates ownership and accountability for assigned programs and staff.
- Ability to supervise others in a remote-centered work environment
- Ability to follow through to achieve intended outcomes.
- Ability to anticipate needs, challenges and consequences.
- Ability to work independently and take initiative with minimal guidance or direction.
- Ability to work collaboratively as a team member.
- Ability to create, encourage and support the work of team members.
- Ability to manage the performance of direct reports.
- Strong communication skills especially presentation and facilitation capabilities.
- Strong analytical, research, and presentation skills.
- Positive attitude, open-mindedness, flexibility, and tact in support of helping staff to succeed.
- Commitment to quality service that exceeds customer expectations.
- Excellent organizational skills.
- Multi-task, meet deadlines, and adapt to changing priorities in a cooperative manner.
- Maintain confidentiality of sensitive, personnel related work.
- Good attendance and punctuality record.
- Consistently exercise a high degree of initiative while checking in with supervisor before taking action.
- Analyze situation and adopt effective course of action.
- Provide support to other staff during absences.
- Communicate confidently and courteously in a clear and concise manner in a diverse community.

**WORKING AND ENVIRONMENTAL CONDITIONS:**

- Must be able to communicate responsibilities to employees and hold them accountable.
- Working proficiency in Microsoft Word, Outlook, Excel, and PowerPoint.
- Work in a climate-controlled, open office environment under artificial lighting.
- Exposure to computer screens and other basic office equipment.
- This position requires periodic overnight travel.
- Hybrid work setting provided.
- Ability to telework effectively within the State of CA.

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**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:** \_\_\_\_\_