



**Position Duty Statement**

<b>Date:</b> December 18, 2024	<b>Name of Incumbent:</b> VACANT
<b>Civil Service Title:</b> Community College Administrator I	<b>Position Number:</b> 364-700-2450-001
<b>Working or Job Title:</b> Dean, Educational Services and Support	<b>Division/Unit:</b> Educational Services and Support
<b>Supervisor's Civil Service Title:</b> Vice Chancellor, Academic Affairs	<b>Location:</b> Sacramento
<b>Supervisor's Working Title:</b> Vice Chancellor, Educational Services and Support	<b>Work Hours/Shift:</b> M-F 8 a.m. - 5 p.m., Full Time
<b>Conflict of Interest Disclosure Category:</b> <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> N/A	<b>License or Other Requirement:</b> N/A

**Supervises:**

**Direct Supervision:** between 2-4- Community College Specialists; 1-2 Community College Program Assistants, 1-2 - Associate Governmental Program Analysts

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 chapters 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 direction of a Vice Chancellor of Educational Services and Support, the Dean develops, administers, coordinates, and evaluates policies, programs, standards, and procedures in community college administration, academic, vocational and student services education and services. The Dean plans and implements strategic initiatives in support of the Board of Governors and Chancellor's Office strategic priorities; promotes and coordinates statewide community college planning and programs; provides consultation and advice to community college officials; interprets state and federal laws and policies relating to the community colleges and policies and regulations of the Board of Governors of the California Community Colleges. The Dean coordinates programs and services among community colleges, and between the community colleges and other segments of higher education, secondary schools and voluntary coordinating groups; directs and participates in studies and research projects; evaluates studies developed by other agencies affecting programs or initiatives in the community colleges. The Dean supervises assigned division staff and programs, and provides guidance to the colleges across the system. The Dean also develops, administers and attends conferences and workshops;

assists cooperating educational institutions in programs to train faculty, staff and administrative personnel; prepares and publishes articles and reports; represents the Board of Governors and the Chancellor of the California Community Colleges.  
 Deans in Academic Affairs lead programs and initiatives including but not limited to: Credit for Prior Learning (CPL), Competency-based Education (CBE), Ethnic Studies reform, Diversity, Equity and Inclusion (DEI) curricular reform, remedial education reform implementation, Baccalaureate Degree Programs, Intersegmental Partnerships, curriculum approval and systems, Rising Scholars, Puente, Umoja, HBCU, MESA, Dual Enrollment, and A2MEND.

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

%	Job Description
<b>25%</b> <b>(E)</b>	<b>Leadership</b> Promote initiatives of the Board of Governors and Chancellor, including those outlined in the <i>Vision for Success</i> , Guided Pathways, the Diversity, Equity & Inclusion (DEI) Call to Action, and agency strategic plans. Direct and maintain initiatives, programs and policies designed to increase the effectiveness of community college instructional, student services, and workforce/economic development programs throughout the state. Provide direction and support to colleges, and technical assistance to staff on program/initiative implementation. Develop strategies and initiatives to improve community college program/initiative implementation, evaluation and improvement. Work with community colleges to identify best practices and showcase effective programs. Represent the Chancellor’s Office at internal and external agency meetings and activities. Act as a representative of and backup for the Vice Chancellor of Educational Services when requested.
<b>25%</b> <b>(E)</b>	<b>Supervision</b> Provide leadership and direction to staff toward meeting the Chancellor’s Office’s <i>Vision for Success</i> and Guided Pathways, and the associated goals and commitments approved by the Board of Governors. Assign and monitor work of unit staff. Supervise staff in order to accomplish Division goals. Evaluate and document staff performance to ensure work is in compliance with assigned duties and to provide employee feedback. Promote merit-based hiring, promotion, and employee development. Provide training to staff on programs, initiatives and policies as well as internal procedures. Provide administrative oversight for implementation of policies, code, and regulations pertaining to assigned programmatic areas. Coordinate staffing and personnel actions in order to accomplish objectives consistent with unit, division and agency goals and objectives. Strengthen division performance by defining job duties, establishing expectations, reviewing work products, providing feedback, and identifying training needs to maintain superior work quality. Ensure implementation of program, administrative, and personnel policies and procedures by communicating with program and administrative staff to ensure policies are employed fairly, effectively, consistently, and efficiently. Oversee the review of work products for accuracy and completeness to ensure compliance with the California community colleges, federal and state policies, laws and regulations. Participate in agency personnel directives (e.g., Equal Employment Opportunity Policy Directive and Sexual Harassment Prevention Directive) to ensure a productive work environment that is free from discrimination and harassment.
<b>15%</b> <b>(E)</b>	<b>Program/Initiative Development, Management and Evaluation</b> Effectively partner and collaborate with other divisions within the agency for the provision of programs and initiatives to California community colleges. Oversee the management of programs/initiatives to ensure fidelity of application and implementation. Facilitate program evaluations utilizing a cycle of continuous improvement to ensure program effectiveness, replicability and sustainability.
<b>15%</b> <b>(E)</b>	<b>Coordination and Consultation</b> Serve as an effective consultative representative for the Board of Governors and the Chancellor’s Office, and the interests of the community college system on issues related to the ESLEI Office, the Educational Services Division, and the unit. Develop and oversee the preparation and presentation of agenda items to the Board of Governors, Chancellor’s Office consultation bodies and Chancellor’s Executive Leadership as appropriate. Meet regularly with college representatives and leadership within the community colleges and with intersegmental partners to provide statewide perspectives on legislative, instructional, student services, and workforce/economic development initiatives to better inform all constituencies. Convene, lead and participate in work groups, committees and task forces as assigned. Present on strategic topics at various conferences and meetings.
<b>15%</b> <b>(E)</b>	<b>Policy Analysis and Development</b> Monitor new legislative bills that impact the California community colleges and communicate with staff and the field the effect of legislation on programs/initiatives and/or college policies & procedures. Review and analyze legislation, budget, and policy proposals, and write summary changes and proposed impact. Develop major policy documents, system-wide communications, and policy guidance. Facilitate development and interpretation of new and existing regulations.
<b>5%</b> <b>(M)</b>	Other duties as assigned in support of the mission and goals of the Division and the Agency’s <i>Vision for Success</i> .

**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 communication 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 and rapport with California Community College leadership and representatives
- Frequent contact with professional organizations and other stakeholders
- Frequent contact with consultants, partners and advisors associated with the Office's and Division's initiatives
- Periodic contact with the Board of Governors, the Department of Education and the Legislature
- Periodic contact and coordination with other state agencies.

**SPECIAL PERSONAL CHARACTERISTICS:**

- Experience that demonstrates the ability to provide leadership and oversight of multiple programs simultaneously.
- Experience employing change management techniques when working with internal and or external stakeholders.
- Experience supervising a diverse team with various levels of experience and skill.
- Experience that demonstrates effective communication skills including written communications, presentations, and meeting facilitation.
- Experience incorporating diversity, equity, inclusion, accessibility principles into academic or student support programs.
- Experience that demonstrates knowledge of analyzing and interpreting legislative, budget, and policy proposals.
- Ability to work independently and take initiative with minimal guidance or direction.
- Willingness to travel.
- Ability to design, plan, implement and evaluate programs and initiatives
- Ability to analyze, develop, and coordinate policies and procedures
- Ability to work independently and take initiative with minimal guidance or direction.
- Ability to work collaboratively as a team member.
- Ability to think strategically and manage using performance measures to achieve operational and strategic goals
- Strong analytical, research, and presentation skills.
- Commitment to quality service that exceeds expectations.
- Excellent organizational skills.
- Focused attention to detail and follow-through.
- Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner.
- Consistently exercise a high degree of initiative.
- Analyze a situation and adopt an effective course of action.
- Willing to work outside of normal business hours.
- Working knowledge of academic and instructional programs

**WORKING AND ENVIRONMENTAL CONDITIONS:**

- Ability to effectively telework and supervise the work of others in a hybrid/remote work setting
- Ability to operate a computer station for extended periods of time
- Proficient with computer technology and software programs
- Work in a climate-controlled, open office environment under artificial lighting
- Periodic overnight travel may be required
- Periodic public speaking is required
- Hybrid work environment is provided

**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.** (If you believe you may require reasonable accommodation, please discuss this with your supervisor. If you are unsure whether you require reasonable accommodation, inform the supervisor who will discuss your concerns with the Reasonable Accommodation 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:**