

Position Duty Statement

Date: January 24, 2025	Name of Incumbent: VACANT
Civil Service Title: Vice Chancellor, Academic Affairs	Position Number: 364-700-7500-002
Working or Job Title: Vice Chancellor, Academic Affairs	Division/Unit: Academic Affairs in Educational Support & Services Division
Supervisor's Civil Service Title: Deputy Chancellor for California Community Colleges	Location: Sacramento
Supervisor's Working Title: Deputy Chancellor for California Community Colleges	Work Hours/Shift: 8:00-5:00 Full-Time
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

Direct Supervision: 2 -Community College Administrator I; 1 – Education Administrator I

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:

As a part of the Academic Affairs Division is committed to building and strengthening equitable student outcomes throughout the California Community Colleges (CCC).

The division of Academic Affairs performs ten core functions in service of achieving the Vision 2030 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; (10) Strategic and Operational Communication.

Academic Affairs will facilitate and support academic related matters including regulations, curriculum, instruction, articulation, and faculty professional development. The Student Experience & Resources area allocates and manages 20+ categorical and specialty-funding programs, oversees the student-facing technology portfolio, and manages and supports participatory governance committees. Lastly, the Career Mobility area 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.

The Academic Affairs Division provides leadership, guidance, technical assistance & professional development, funding & contract management, as well as policy & regulation development, review & interpretation for all academic and student services policies and programs statewide. The division provides leadership, funding and support for a vast portfolio of equity programs, student support programs & initiatives, academic intervention &

Incumbent: VACANT
Classification: Vice Chancellor, Academic Affairs
Position Number: 364-700-7500-002

support programs, financial aid & basic needs funds & initiatives, guided pathways programs & initiatives, instructional & degree programs & innovations, and intersegmental coordination. The division administers nearly \$900 million annually in categorical and grant funds that help colleges provide academic and support services. The division is committed to providing leadership through program development, technology, strategic planning, and policy, as well as coordination within the areas of workforce and economic development, and institutional effectiveness. The division makes policy recommendations to the Board of Governors (BOG) and Consultation Council across all these areas.

Summary Statement:

Under the direction of the Deputy Chancellor for the California Community Colleges, the Vice Chancellor of Academic Affairs, serves over the Academic Affairs division for the largest system of higher education in the nation, serving 73 districts and 116 colleges. Oversees six core areas: 1) curriculum chaptering and approval; 2) intersegmental coordination with CSU, UC and private 4-year institution partners; 3) a set of student equity programs (e.g., MESA, Umoja); 4) emerging programs and initiatives (e.g., Cybersecurity Collaborative, Baccalaureate Degree Program); 5) enrollment and retention initiatives (e.g., dual enrollment); and 6) innovations in teaching and learning (e.g., credit for prior learning, competency-based education). Leads strategic initiatives; coordinates state technology investments; manages funding and contracts; leads policy and regulation analysis, revision & development; facilitates data & research design & implementation; oversees particular participatory governance committees and practices; directs professional development and technical assistance; creates & disseminates guidance to the field; authors reports and handbooks for the system, the legislature, the Board of Governors & funders; leads grant development and management; serves as a representative of the Board of Governors & Chancellor's Office. Coordinates with stakeholders across the system, particularly the state faculty Academic Senate, Chief Instructional Officers, and Student Senate. Manages large budgets and a team of three Deans and 15 staff. Collaborates across divisions and as a member of the Executive Officers for the system office.

Essential Functions (E) – Marginal Functions (M)

%	Job Description
30% (E)	Oversees the operation of the Academic Affairs Division. Promotes initiatives of the Board of Governors and Chancellor, including those outlined in the Strategic Vision. Plans, organizes, and provides leadership for development of agency-wide policies and programs in areas related to instructional delivery and curriculum. Directs the administration of applicable program services including technical assistance to colleges in the planning, approval, and review of credit degrees and certificates; course and program approval, noncredit adult education; community services, and continuing education. Directs the implementation of standards of scholarship including academic probation and dismissal. Provides oversight and leadership to staff as it relates to transfer programs; occupational programs; continuing education courses; multiple measures placement and assessment activities, including ESL placement; and teaching & learning reforms. Develops and oversees implementation of policies governing the academic calendar; approval of new colleges and educational centers; and standards governing libraries and learning resources program initiatives. Coordinates intersegmental activities with the California State University and the University of California, the K-12 system, and independent colleges and universities. Develops and implements policies to facilitate transfer of community college students to four-year colleges and universities, working closely with community college faculty leaders and senior administrators at UC, CSU, and private universities. Responsible for developing and monitoring policies which enhance the capacity of the community colleges to offer high quality instruction as authorized in the California Master Plan for Higher Education, including standard collegiate courses for transfer, vocational technical courses leading to upgraded employment, general or liberal arts courses, adult noncredit courses, and community services. Frequent travel is required.
30% (E)	Oversees the development of major policy documents, monographs, system-wide communications, and policy guidance within the purview of the Division. Provides leadership to staff in the development of the system's telecommunications infrastructure and library and learning resources programs. Executes critical oversight and administration of numerous special project funds to support instructional innovation, current projects include the Rising Scholars Network, Mathematical, Science, and Engineering Achievement (MESA), PUENTE, Middle College High School, and CCAP/Dual Enrollment. Effectively supports sound policy development through in-depth knowledge of the California Community Colleges, the Chancellor's Office, and functions of California State government; the practices of the Legislature and executive branch; principles, practices, and trends of public administration 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; and personnel management techniques.

Incumbent: VACANT
Classification: Vice Chancellor, Academic Affairs
Position Number: 364-700-7500-002

20% (E)	Provides leadership to the system's community colleges in all areas of the curriculum and instructional programs system-wide. Oversees the consultation process established through reform legislation (AB 1725) to ensure the application of shared governance practices with the cooperation of the Chief Instructional Officers and Statewide Academic Senate and presentation of resulting policy recommendations to the Board of Governors. Responsible for representing the Chancellor and California Community Colleges in the development, interpretation, and implementation of agency policy on statewide and nationwide committees and task forces as necessary before Federal, State, and local groups and agencies and the California Postsecondary Education Commission. Serves on Chancellor's Executive Team. Represents the Chancellor and the Board of Governors before the Legislature and respective education policy and finance committees impacting the instructional mission of the community colleges, and key administrative and governance agencies including the Department of Finance and Legislative Analyst's Office.
15% (E)	Responsible for the direction and oversight of work assignments, achievements, staff consultations and evaluations. Provide leadership and strategic direction to CCCCCO 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. Provide training to staff on programs and internal procedures. Participates in merit-based hiring, promotion, and employee development by applying the 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. Strengthens Office performance by defining job duties, establishing expectations, reviewing work products, providing feedback and resources, promoting succession planning, and identifying training needs to maintain superior work quality ensure compliance with the Agency, State and federal policies, laws and regulations.
5% (M)	Other Duties as Assigned: Perform other managerial and related duties as assigned in support of the Vision 2030 and goals of the Division.

IMPACT AND CONSEQUENCE OF ERROR:

- Inaccurate, delayed, or incomplete work product could affect the ability for the division to meet its obligations and goals.
- Errors in judgment, incorrect correspondence or documents could affect the image and perceived reliability of the division and CCCCCO.

PROFESSIONAL CONTACTS:

- Frequent contact with CCCCCO staff at all levels and the Board of Governors
- Frequent contact with other state agencies, members of the legislature, the Governor's Office, K12 and other higher education leadership, and community colleges and districts
- Regular contact with external vendors, fiscal agents, and consultants

SPECIAL PERSONAL CHARACTERISTICS:

- Ability to strategize and inform an integrated agenda for impact
- 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.
- Ability to recognize sensitive information and consistently exercise a high degree of discretion.
- Strong analytical, research, and presentation skills.
- Positive attitude, open-mindedness, flexibility, and tact.
- Commitment to student access, equity, and success.
- Commitment to quality service that exceeds expectations.
- Focus attention to detail and follow-through.
- Multi-task, meet deadlines, and adjust to changing priorities in a cooperative manner.
- Reliable attendance and punctuality record.
- Consistently exercise a high degree of initiative.
- Analyze situation and adopt effective course of action.
- Comfortable with learning and implementing new technology platforms
- Working proficiency in Microsoft Word, Outlook, Excel, and PowerPoint.
- Communicate confidently and courteously in a clear and concise manner in a diverse community.
- Ability to supervise the work of others in a remote environment.

WORKING AND ENVIRONMENTAL CONDITIONS:

- Work in a climate-controlled, open office environment under artificial lighting.
- Ability to operate a computer and other standard office machines for extended amounts of time.
- Exposure to computer screens and other basic office equipment.
- Periodic overnight travel is required.
- Public speaking is required.
- Hybrid work setting provided in State of CA.

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.)

Incumbent: VACANT
Classification: Vice Chancellor, Academic Affairs
Position Number: 364-700-7500-002

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: