

%	Job Description
	<p>career development of staff. Implement program, administrative, and personnel policies and procedures by communicating with 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 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. Act as a backup in the absence of the Assistant Vice Chancellor Fiscal Services.</p>
<p>35% (E)</p>	<p>Apportionment Administration: In coordination with college district fiscal and business administrators, oversee the development and use of an ongoing system for the apportionment of multi-million-dollar grants of state funding to the 73 community college districts. Oversee the distribution of over \$13 billion in funding annually to California community college districts through the Student Centered Funding Formula and over 60 other categorical funding streams. Participate in the development and maintenance of the SCFF Dashboard. Coordinate with various Chancellor's Office program staff to disburse categorical program funding through the apportionment system. Ensure compliance with all Legislation and related regulations and procedures.</p> <p>Assist the Vice Chancellor and Assistant Vice Chancellor in the development of a statewide college budget proposal. Provide ongoing policy guidance concerning long range and annual budget proposals. Assist in the development and preparation of the annual budget request for the community colleges. Meet with program managers to review work and scope of services. Advise senior management on how to develop data, justify budget requests, and communicate guidelines for the coming year's budget. Ensure that the policies and priorities of the Chancellor are reflected in a division's budget request.</p> <p>Ensure all aspects of the unit's operation are completed in an efficient and equitable manner and that decisions are properly based on Board of Governors and Chancellor's Office policies, Education Code mandates, and the California Code of Regulations.</p>
<p>20% (E)</p>	<p>Technical Assistance: Oversee and direct staff to provide fiscal support, leadership and uniformity of data developed and reported by the community colleges. Direct the issuance of fiscal and budgetary instructions to the college districts. Monitor and evaluate the impact of the apportionment system, direct studies to be conducted and make recommendations on fiscal and administrative system and follow-up actions.</p>
<p>5% (M)</p>	<p>Other Duties: Perform other related duties as necessary to accomplish the objectives of the Fiscal Services Unit, College Finance and Facilities Planning Division and the Agency.</p>

<p>IMPACT AND CONSEQUENCE OF ERROR:</p> <ul style="list-style-type: none"> • Inaccurate or improper handling of programs could result in inefficient use of public funds. • Inaccurate or improper handling of programs could result in lack of trust at state and local levels. 	
<p>PROFESSIONAL CONTACTS:</p> <ul style="list-style-type: none"> • Frequent contact with Agency staff at all levels • Frequent contact with other state agencies and community colleges and districts 	
<p>SPECIAL PERSONAL CHARACTERISTICS:</p> <ul style="list-style-type: none"> • 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 Excel, PowerPoint, Microsoft Word, Outlook, Teams and Zoom. • Communicate confidently and courteously in a clear and concise manner in a diverse community. 	
<p>WORKING AND ENVIRONMENTAL CONDITIONS:</p> <ul style="list-style-type: none"> • Communicate in a clear and concise manner. • Work in a climate-controlled, open office environment under artificial lighting and/or telework effectively and efficiently. • Exposure to computer screens and other basic office equipment. • Periodic overnight travel is required. • Hybrid work setting provided. • Ability to successfully supervise staff in a remote/hybrid work setting. 	
<p>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.)</p>	
<p>Employee Signature:</p>	<p>Date:</p>
<p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p>	
<p>Supervisor Signature:</p>	<p>Date:</p>