

## Position Duty Statement

<b>Date:</b> March 24, 2025	<b>Name of Incumbent:</b> VACANT
<b>Civil Service Title:</b> Community College Specialist	<b>Position Number:</b> 364-700-2539-012
<b>Working or Job Title:</b> Community College Specialist	<b>Division/Unit:</b> Educational Services and Support
<b>Supervisor's Civil Service Title:</b> Community College Administrator I	<b>Location:</b> Sacramento, CA
<b>Supervisor's Working Title:</b> Dean, Educational Services	<b>Work Hours/Shift:</b> Full Time/Monday - Friday
<b>Conflict of Interest Disclosure Category:</b> <input type="checkbox"/> 1 <input checked="" 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:**

n/a

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 Educational Services Division provides leadership and technical assistance for policy and programs that support student access, equity and success. The Division administers more than \$700 million annually in categorical and grant funds that help colleges provide support services across the campus and supplemental services for special programs and populations.

**Summary Statement:**

Under the direction of the Dean for Educational Services, the Community College Specialist performs complex analytical and research duties in support of the Vision 2030 and collaborates on the integration of other educational services categorical programs. The incumbent will provide leadership in the development, implementation, administration, and coordination for Student Services programs and funding provided to the colleges for program implementation.

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

%	Job Description
40% (E)	Administer assigned community college academic and student support programs, ensuring compliance with relevant California Education Code, Title V regulations, and Chancellor's Office policies. Coordinate program strategic planning efforts. Research effective community college educational services practices and strategies. Coordinating related workgroups, advisory committees, and taskforces. Develop program policies, drafting regulatory language, and drafting program guidance memos for distribution to the community college staff and other stakeholders. In consultation with other units, state-level committees, workgroups, and consultants, develop, update and publish criteria, forms, resources and reference material for the implementation of effective practices and program requirements. Monitor all aspects of the program budget, including any related set aside contract and associated subcontracts. Ensure collaboration with other categorical programs,

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<b>30%</b> <b>(E)</b>	Review of college-submitted data and student trends for assigned program and compile reports. Oversee the approval process for college program plans and annual progress and expenditure reports. Review and approval of plans submitted by districts based upon whether they meet the criteria specified in Title 5 Regulations. Prepare data necessary for program allocations, review allocation amounts to ensure accuracy and develop correspondence and spreadsheets to issue to community college staff. Provide technical assistance to districts regarding assigned program; resolve problems and draft letters of approval, inquiry or denial. Prepare Board of Governors (BOG) agenda items and other reports related to the program. Respond to inquiries by telephone and letter. Identify issues and questions requiring Chancellor's Office or BOG action or technical assistance related to program reports and guidelines. Develop materials and conduct training sessions for stakeholders, using a variety of delivery methods, on program issues, regulations and guidelines, reports and policy.
<b>25%</b> <b>(E)</b>	Provide leadership with the interpretation of laws and policies for activities, functions and programs related to assigned program area, provide backup in these areas for other student services programs, and in the analysis of proposed legislation. Provide leadership for reporting responsibilities, including the timely collection, analysis and interpretation of data, and the reporting of program outcomes. Serve as an effective consultative representative of and liaison for the BOG and the Chancellor's Office, and the interests of the community college system on issues related to assigned program, and other educational services programs. Keep the Administrator, Vice Chancellor, Chancellor, Board of Governors and agency staff apprised of policy discussions and decisions that affect the California Community Colleges, which could include both written and oral presentations and updates. Monitor related grant and contract processes.
<b>5%</b> <b>(M)</b>	Other duties as assigned.

**IMPACT AND CONSEQUENCE OF ERROR:**

- Errors in judgment or decisions could affect community colleges liability for the inappropriate expenditure of funding.
- Inaccurate, delayed, or incomplete contract plans and estimates may result in added costs due to higher bid estimates or changes.
- Delays, inaccuracy or incomplete reports could result in loss of funding or tracking of Division resources or materials.

**PROFESSIONAL CONTACTS:**

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

**SPECIAL PERSONAL CHARACTERISTICS:**

- Experience that demonstrates the ability to work independently and take initiative with minimal guidance or direction.
- Experience that demonstrates working knowledge of higher education academic and student support program administration.
- Experience that demonstrates the ability to effectively administer multiple programs simultaneously in alignment with California Education Code, Title V regulations and Chancellor's Office policies.
- Experience that demonstrates the ability to analyze, develop, and coordinate policies and procedures.
- Experience that demonstrates effective communication skills including written communications, presentations, and meeting facilitation.
- Experience that demonstrates knowledge of analyzing and interpreting legislative, budget, and policy proposals.
- Experience that demonstrates the ability to think strategically and evaluate program performance to achieve operational and strategic goals.
- Experience that demonstrates the ability to multitask, meet deadlines, and adjust to changing priorities in a cooperative manner.
- Experience employing change management techniques when working with internal and or
- Experience incorporating diversity, equity, inclusion, accessibility principles into academic or student support programs.
- Willingness to travel.
- Ability to work collaboratively as a team member.
- Commitment to quality service that exceeds expectations.
- Excellent organizational skills.
- Focused attention to detail and follow-through.
- Consistently exercise a high degree of initiative.

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**WORKING AND ENVIRONMENTAL CONDITIONS:**

- Communicate in a clear and concise manner
- Must be able to operate a computer station for extended periods of time
- Ability to use standard computer and office machines
- Work in a climate-controlled, open office environment under artificial lighting.
- Exposure to computer screens and other basic office equipment.
- Overnight travel in California and throughout the United States is required as COVID-19 permits
- Ability to telework (Hybrid work setting 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 (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:**