

Position Duty Statement

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| Date: 3/25/2025 | Name of Incumbent: VACANT |
| Civil Service Title: Associate Governmental Program Analyst | Position Number: 364-100-5393-003 |
| Working or Job Title: Community College Advisory Analyst | Division/Unit: Executive Office |
| Supervisor's Civil Service Title: Staff Services Manager II (Sup) | Location: Sacramento, CA |
| Supervisor's Working Title: Staff Services Manager II (Sup) | Work Hours/Shift: Full Time, Monday - Friday |
| Conflict of Interest Disclosure Category: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> N/A | License or Other Requirement: N/A |

Supervises: Not Applicable

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 mission of the California Community Colleges Board of Governors and the Chancellor's Office is to empower the community colleges through leadership, advocacy, and support. The California Community Colleges Board of Governors and the chancellor share a vision of a better future for Californians by exemplifying exceptional leadership, advocacy, and support on behalf of the community colleges. Their guidance provides access to lifelong learning for all citizens and creates a skilled, progressive workforce to advance the state's interest.

Summary Statement:

Under the supervision of the Staff Services Manager II (Sup), the Associate Governmental Program Analyst (AGPA) performs varied and complex technical analytical and administrative assignments that support the objectives set forth by Vision 2030. The AGPA researches and reports to the Staff Services Manager II and the Chancellor with current and long-term higher education policy related trends and needs. The AGPA will research current theory and practice regarding the most effective approaches to policy design for community colleges. The AGPA incorporates approvals in division work products and presentations, as assigned. Provides technical assistance as needed to agency staff, community colleges and other stakeholders.

Essential Functions (E) – Marginal Functions (M)

| % | Job Description |
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| 50% (E) | Under the guidance of the Chancellor and Staff Services Manager II (Sup), the Associate Governmental Program Analyst will be the lead analyst responsible for supporting the Diversity, Equity and Inclusion Workgroup, the Equal Employment Opportunity and Diversity Advisory Committee, and other statewide participatory governance groups, as necessary. Duties include the development of policies and practices related to the identification, curation, and adoption of recommendations by the working group; advanced research of state and federal policies and regulations; and the identification and coordination of activities for working group members and Chancellor's Office Implementation Teams composed of members from every relevant division in the agency. |
| 45% (E) | Assists the Chancellor with administrative tasks, provides a wide variety of confidential and administrative services dealing with sensitive and complex issues. Research, analyze, and assist in the preparation of materials including reports, PowerPoints, memos, and correspondence to external agencies, associations, and the public on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the office. Reviews internal and outgoing correspondence for consistency with administrative policy, as well as for format, grammatical construction, and clerical error. In coordination with executive office staff, screens telephone calls, and where appropriate, refers to other staff members or personally provides authoritative information on established agency programs and policies. Arrange and prepare meetings for the Chancellor, prepare agendas, and make adjustments as necessary in scheduled meeting times. Prepare travel arrangements for the Chancellor using CalATERS and the Concur travel sites. Track and process reimbursements for state travel, and payments for travel. Draft letters, reports, and memos for the Chancellor's signature. Assist with development of agenda items for the Board of Governors and Consultation Council meetings utilizing BoardDocs. |
| 5% (E) | Perform other job-related duties as assigned consistent with the Associate Governmental Program Analyst classification and in support of the Agency's mission and goals. |

IMPACT AND CONSEQUENCE OF ERROR:

- Significant policy misinterpretation reflects poorly on the incumbent, team members and the agency and diminishes credibility with community college districts, campus colleagues and key system stakeholders.

PROFESSIONAL CONTACTS:

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

SPECIAL PERSONAL CHARACTERISTICS:

- Ability to work independently and exhibit proactive behavior with limited supervision or instruction.
- Ability to effectively collaborate with others as a member of a team.
- Strong oral and written communication skills, particularly in the areas of presentation and facilitation.
- Strong analytical, organizational, presentation, and research skills, utilizing search engines and web/internet tools.
- Positive attitude, open-mindedness, flexibility, tact, and confidentiality.
- Commitment to providing high-quality service that exceeds expectations.
- Focus attention to detail and ensure follow-through.
- Ability to perform multiple tasks simultaneously, adhere to deadlines, and adapt to shifting priorities in a collaborative fashion.
- Good attendance and punctuality record.
- Consistently demonstrate a high level of initiative and sound judgment.
- Ability to assess the situation and implement an appropriate and efficient plan of action.
- Working proficiency in Microsoft Word, Outlook, Excel, and PowerPoint.
- Effectively communicate information with confidence and politeness while utilizing concise and clear language within a diverse community.
- Ability to effectively manage sensitive circumstances with discretion and professionalism.
- Ability to effectively utilize division and Agency technology and data tools with technical proficiency.

WORKING AND ENVIRONMENTAL CONDITIONS:

- Proficient in computer technology and various software programs.
- Exhibits effective communication skills, conveying information clearly and concisely to a diverse audience.
- Work in a climate-controlled, open office space with artificial lighting.
- Exposure to computer screens and other basic office equipment.
- Occasional overnight travel may be necessary to support the Vision 2030.
- Ability to successfully work as a team member in a hybrid work environment.
- 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.)

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| Employee Signature: | Date: |
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| 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: |
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