



## Position Duty Statement

<b>Date:</b> July 25, 2018	<b>Name of Incumbent:</b>
<b>Civil Service Title:</b> Specialist in Student Services & Special Programs	<b>Position Number:</b> 364-218-2565-001
<b>Working or Job Title:</b> Specialist, SSSP	<b>Division/Unit:</b> Educational Services
<b>Supervisor's Civil Service Title:</b> Education Administrator I	<b>Location:</b> Sacramento
<b>Supervisor's Working Title:</b> Dean, Educational Services	<b>Work Hours/Shift:</b>
<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> none

**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:**  
 Student Services and Special Programs 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 of Educational Services, the Specialist performs complex analytical and research duties in support of the Student Success and Support Program (SSSP) and collaborates with the Student Equity program as well as other student services categorical programs. The incumbent will provide leadership in the development, implementation, administration, and coordination for the SSSP and funding provided to the colleges for the program.

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

%	Job Description
<b>40% (E)</b>	Research effective community college SSSP services practices and strategies; track research trends on student service strategies that support student success and completion and develop recommendations for program improvement. Coordinate program strategic planning efforts. Chairs and coordinates SSSP-related workgroups, advisory committees, and taskforces. Develop program policies, draft regulatory language, and draft program guidance memos for distribution to the community college SSSP 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 SSSP practices and program requirements. Monitor all aspects of the SSSP program budget, including a set aside contract and associated subcontracts. Ensure collaboration with categorical programs such as Student Equity, etc.
<b>30% (E)</b>	Review Management Information Systems data for SSSP program and student trends and compile reports. Oversee the approval process for college SSSP plans and annual progress and expenditure reports. Review and approve plans submitted by districts based upon whether they meet the criteria specified in Title 5 Regulations. Prepare data necessary for SSSP allocations, review allocation amounts to ensure accuracy, and develop correspondence and spreadsheets to issue to community college SSSP staff. Provide technical assistance to districts regarding SSSP; resolve problems and draft letters of approval, inquiry or denial. Prepare Board of Governors (BOG) agenda items and other reports related to SSSP. Respond to inquiries by telephone and letter. Identify issues and questions requiring Chancellor's Office or BOG action or technical assistance related to SSSP reports and guidelines. Develop materials and conduct training sessions for stakeholders, using a variety of delivery methods, on SSSP issues, regulations and guidelines, reports and policy.

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<b>10% (E)</b>	Serve as an effective consultative representative of and liaison for the Chancellor's Office, and the interests of the community college system on issues related to SSSP, Student Equity and other student services programs.
<b>10% (E)</b>	Provide leadership in the interpretation of laws and policies for activities, functions and programs related to SSSP, provide backup in these areas for Student Equity, 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.
<b>5% (E)</b>	Keep the 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% (M)</b>	Other duties as assigned. Assist with other Educational Services related assignments as requested.

**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 of Training resources or materials

**PROFESSIONAL CONTACTS:**

- Routine contact with college and program personnel, contractors, representatives of the State government and industry representatives to transmit or obtain relevant information. These contacts will be verbal or written, as needed, to perform assignments.
- Requires frequent contact and rapport with managers, supervisors and staff at all levels; this includes those from outside departments and within the community college system.

**SPECIAL PERSONAL CHARACTERISTICS:**

- Ability to manage multiple priorities.
- Strong oral and written communication skills.
- Strong analytical and research skills
- Must be able to perform duties without assistance.
- Ability to create, encourage and support the work of team members.
- Positive attitude, open-mindedness, flexibility, tact and support in helping staff to succeed.
- Commitment to quality customer service that exceeds the customer's expectations.
- Excellent organizational skills.
- Focus attention to detail and follow-through.
- Multitask, meet deadlines, and adjust to changing priorities.
- Good attendance and punctuality record.
- Exercise a high degree of initiative.
- Analyze situation and adopt effective course of action.
- Act independently and work well as a team member
- Working proficiency in Microsoft Word, Outlook, Excel, and PowerPoint.
- Provide back up to other staff during absences.
- Communicate confidently and courteously in a clear and concise manner in a diverse community.

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**WORKING AND ENVIRONMENTAL CONDITIONS**

- Must be able to stand and/or sit for long periods of time.
- Ability to stoop, bend down, kneel and reach for extended periods of time.
- Read, write and speak in a clear and concise manner
- Ability to use fine motor skills for computer or office machine use
- 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.

**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 hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring 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:**