

## Position Duty Statement

<b>Date:</b> 12/18/2023	<b>Name of Incumbent:</b> VACANT
<b>Civil Service Title:</b> Staff Services Analyst	<b>Position Number:</b> 364-700-5157-010
<b>Working or Job Title:</b> Staff Services Analyst	<b>Division/Unit:</b> Educational Services & Support
<b>Supervisor's Civil Service Title:</b> Staff Services Manager I, Supervisor	<b>Location:</b> Sacramento, CA (Hybrid work setting provided)
<b>Supervisor's Working Title:</b> Staff Services Manager I	<b>Work Hours/Shift:</b> Full Time, Monday-Friday 8am to 5pm
<b>Conflict of Interest Disclosure Category:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" 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:**

As a part of the Office of Equitable Student Learning, Experience, and Impact (ESLEI), the Educational Services and Support (ESS) and Workforce and Economic Development Divisions are committed to building and strengthening equitable student outcomes throughout the California Community Colleges (CCC).

The Office of ESLEI performs ten core functions in service of achieving the Vision for Success goals and improving Student Success Metrics, including: (1) Data & Research; (2) Technology Infrastructure and 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 and Advisory Committees; and (10) Strategic and Operational Communication.

ESLEI is comprised of three sub-units that work in collaboration to ensure the core functions advance the CCC system in providing students with optimal and equitable learning outcomes and experiences. The Teaching and Learning area facilitates and supports academic-related matters including regulations, curriculum, instruction, articulation, and faculty professional development. The Student Experience and Resources area allocates and manages 20+ categorical and specialty-funding programs and oversees the student-facing technology portfolio and supports participatory governance committees. 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.

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**Summary Statement:**

Under the supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) provides administrative and analytical support for day-to-day ESLEI operations, division programs and special projects. This work includes process planning and analysis; meeting facilitation; preparation of surveys, spreadsheets, reports, presentations, and other operational and strategic communication support; and working within a team environment to perform annual planning of program or project goals. The incumbent also collaborates with other academic or student services programs to achieve divisional goals and objectives.

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

%	Job Description
50% (E)	<b>Support Business Processes and Operations:</b> Provide analytical and administrative support to assigned program area with assistance from the area Manager, Specialist, or Associate Governmental Program Analyst (AGPA). Assist in the planning, coordinating and oversight of ESLEI operations and initiatives. Support the development and approval of related activities that require Chancellor's Office or Board of Governor's (BOG) action. Draft, review, and compile memos, guidance, and technical reports related to assigned duties. Draft materials, gather resources, and conduct training sessions for internal staff or the field regarding any program area topics or issues. Use approved templates to draft budget documents and contracts. Follow procedures for contract tracking and monitoring. Provide administrative and logistical assistance to staff including meetings, conferences, and travel arrangements.
25% (E)	<b>Communication and Facilitation Support:</b> Prepare agenda items and presentation slides for meetings with internal and external stakeholders. Perform analytical and research tasks related to policy and programs that support student access, equity, and success. Prepare findings and recommendations in spreadsheets, presentation slides, and other formats as assigned. Make oral presentations and facilitate meetings with internal and external audiences. Maintain document and presentation repository and draft communication briefs for key initiatives. Support with streamlining operations by contributing to the creation of templates, procedures, and other relevant documents or projects. Provide meeting and logistical support to committees and work groups.
20% (E)	<b>Special Projects:</b> Provide support by coordinating and monitoring all projects funded by the program area, including the development and monitoring of subcontracts, overseeing the purchase of equipment and supplies, and the review and approval of travel invoices. Assist in the development and review of new and ongoing special projects such as program review and technical assistance site visits; develop guidelines and resource documents, develop field trainings, and other related special projects with assistance from the area Manager, Specialist, or AGPA. Assist with the monitoring of the contract renewal process, subcontract development and renewal process. Assist with the Request for Proposal (RFP) or similar contracting vehicle process and development, assist in concept proposal processes for new subcontracts, and monitor the invoice and reimbursement and claim process.
5% (M)	Other duties and responsibilities as assigned. Assist with other Educational Support Services related assignments as requested.

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**IMPACT AND CONSEQUENCE OF ERROR:**

- Delays, inaccuracy or incomplete program or fiscal information or monitoring could result in loss or reduction of funding.
- Inaccurate guidance could create compliance issues for colleges.

**PROFESSIONAL CONTACTS:**

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

**SPECIAL PERSONAL CHARACTERISTICS:**

- Working proficiency in Microsoft Word, Outlook, PowerPoint, and especially Excel.
- 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 situations and adopt effective courses of action.
- Provide backup to other staff during absences.
- Ability to work independently and take initiative with minimal guidance or direction.
- Communicate confidently and courteously in a clear and concise manner in a diverse community.

**WORKING AND ENVIRONMENTAL CONDITIONS:**

- Communicate in a clear and concise manner
- Work in a climate-controlled, open office environment under artificial lighting.
- Ability to operate a computer station for extended periods of time.
- Exposure to computer screens and other basic office equipment.
- Periodic, in-state travel may be required. Hybrid work setting (includes telework).
- Ability to work effectively in a remote work setting.

**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:**