

## Position Duty Statement

<b>Date:</b> July 7, 2025	<b>Name of Incumbent:</b> VACANT
<b>Civil Service Title:</b> Community College Program Assistant	<b>Position Number:</b> 364-400-2550-031
<b>Working or Job Title:</b> Community College Program Assistant	<b>Division/Unit:</b> Workforce & Economic Development Division (WEDD)
<b>Supervisor's Civil Service Title:</b> Community College Administrator I	<b>Location:</b> Sacramento, CA
<b>Supervisor's Working Title:</b> Dean	<b>Work Hours/Shift:</b> Full Time
<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"/> 5 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 Workforce and Economic Development Division bridges the skills and jobs mismatch and prepares California's workforce for 21st century careers through career education. The Division serves as administrator for several streams of state and federal funds including the Carl D. Perkins Technical Education Act, Proposition 98 dollars for Apprenticeship, Nursing Program Support, Strong Workforce, Strong Workforce K12, Economic and Workforce Development, Adult Education and other funding streams. The Division collaborates closely with other divisions across the agency to implement Vision 2030, as well as with employers, organized labor, local communities, community colleges, California Department of Education and other educational agencies through programing supported by these funds to close the skills and employment gaps, enable wage gains, and foster student success and completion, and preparing students for the future of work.

**Summary Statement:**

Under the direction of the Dean of Economic & Workforce Development Division (WEDD), the Community College Program Assistant (CCPA) performs varied and complex technical analytical assignments to achieve program objectives related to the following areas: fiscal and data analysis; program monitoring and evaluation; and civil rights compliance assignments for the Methods of Administration (MOA) program. As part of a team, the incumbent serves as a Regional Monitor of a portfolio that includes state and federally funded programs within the Division, regional WEDD initiatives, and the MOA program. The CCPA is expected to work and think independently and strategically while ensuring high quality work, take initiative on assignments, to act with unquestionable integrity, professionalism, and ethics, and to work collaboratively to advance the goals of the division, the agency, and the Board of Governors.

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

%	Job Description
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<b>45% (E)</b>	<p><b>Program Monitoring</b></p> <p>Perform day-to-day monitoring activities for workforce and economic development programs using Excel, NOVA, SimpliGov and other relevant technologies, focusing on a regional portfolio of programs. Responsibilities include fiscal and data analysis, and program monitoring and evaluation. Serve as the program lead for WEDD initiatives that are not statewide in nature but impacts several regions.</p> <p>Maintain comprehensive knowledge of assigned program(s) and stay current on any changes in legislation, grant program management, and regional performance. Review Requests for Application and Request for Proposals for accuracy and ensure adherence to timeliness. Coordinate the application review and scoring processes, prepare analysis and award recommendations, and develop briefing documents for executive staff.</p> <p>Independently review and track grant expenditures, approve and process monthly invoices, initiate and manage contracts, provide complex technical support to grantees, and understand and interpret the rules and regulations for both state and federal funding streams.</p> <p>Represents Chancellor's Office with a high level of professionalism and technical competence at meetings and workshops; design and conduct webinars for technical assistance activities, including delivering presentations to internal and external audiences.</p>
<b>20% (E)</b>	<p><b>Contract Education</b></p> <p>Serves as the lead and provides oversight in pre-apprenticeship and apprenticeship development in various industry sectors in contract education (not-for-credit) cohorts. Engages with regional employers through employer engagement regional networks.</p> <p>Collaboratively contribute and participate in the creation, development, and implementation of projects related to the contract education programs.</p>
<b>15% (E)</b>	<p><b>Reporting &amp; Field Guidance</b></p> <p>Track and develop reports regarding community college and local education agencies related to the assigned regional portfolio of programs. This includes, but not limited to, developing guidance for the field in collaboration with the Fiscal Services Unit and Management Information Systems. This entails writing data driven reports for Chancellor's Office leadership and other stakeholders.</p>
<b>10% (E)</b>	<p><b>Project Initiatives</b></p> <p>Contribute to and support the planning and development of multiple workforce initiatives, capturing and documenting lessons and successes for communication across internal and external stakeholders throughout the system.</p> <p>Serve as a team member on equity-related projects and other duties as assigned in support of the Division's missions and goals.</p>
<b>5% (M)</b>	<p>Prepare and review the Board of Governors and Division Advisory Committee agenda items.</p>
<b>5% (M)</b>	<p>Other duties as assigned in support of the division and Vision 2030.</p>

**IMPACT AND CONSEQUENCE OF ERROR:**

- Negative impact on financial stability of the system.
- Negative impact on civil rights compliance of the system.
- Negative impact on the Agency's reputation and effectiveness.
- Agency not informed to make important policy and fiscal decisions.
- Negative impact on Chancellor's Office reputation.

**PROFESSIONAL CONTACTS:**

- Frequent contact with CO staff at all levels
- Frequent contact with community college staff and officials.
- Frequent contact with other federal and state agencies.

**SPECIAL PERSONAL CHARACTERISTICS:**

- Ability to work independently and take initiative with minimal guidance or direction.
- Ability to work collaboratively as a team member.
- Strong 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.
- Working proficiency in Microsoft Word, Outlook, Excel, and PowerPoint.
- Communicate confidently and courteously in a clear and concise manner in a diverse community.

**WORKING AND ENVIRONMENTAL CONDITIONS:**

- Ability to work at a computer workstation and use other basic office equipment for extended periods of time.
- Ability to effectively participate in teleworking and hybrid office work environments.
- Periodic travel throughout the state.
- 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:**