

Position Duty Statement

Date: 7/31/2025	Name of Incumbent: VACANT
Civil Service Title: Community College Administrator II	Position Number: 364-700-2537-001
Working or Job Title: Assistant Vice Chancellor, Strategic Educational and Workforce Initiatives	Division/Unit: Strategic Educational and Workforce Initiatives
Supervisor's Civil Service Title: Deputy Chancellor	Location: Sacramento, CA
Supervisor's Working Title: Deputy Chancellor	Work Hours/Shift: Full Time, Monday-Friday
Conflict of Interest Disclosure Category: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> N/A	License or Other Requirement: N/A

Supervises:

Dean (x1)

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 Strategic Educational and Workforce Initiatives Division works with the Academic Affairs, the Educational Services and Support (ESS) and Workforce and Economic Development Divisions. Together, they are committed to building and strengthening equitable student outcomes throughout the California Community Colleges (CCC).

The Office of Strategic Educational and Workforce Initiatives (SEWI) performs ten core functions in service of achieving the Vision 2030 goals and improving Student Success Metrics for equitable baccalaureate attainment and workforce and economic development, including: (1) Data & Research; (2) Technology Infrastructure & 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 & Advisory Committees; (10) Strategic and Operational Communication.

SEWI works in collaboration with the three sub-units 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 will facilitate and support academic related matters including regulations, curriculum, instruction, articulation, and faculty professional development. The Student Experience & Resources area allocates and manages 20+ categorical and specialty-funding programs, oversees the student-facing technology portfolio, and manages and supports participatory governance committees. Lastly, 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

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and with other internal and external stakeholders to provide system-wide leadership and technical assistance in a cohesive and comprehensive manner.

Summary Statement:

Under the direction of the Deputy Chancellor for the California Community Colleges, develops and leads the integrated strategy and operational infrastructure of the SEWI Office, which is a large, multifaceted office of the California Community College Chancellor's Office (CCCCO). Leads the development, coordination, and implementation of Vision 2030 educational and workforce programs and division policies, systems, and procedures. Guides the Office's state budget and legislative engagement and response strategy. Directs the integration of new policies and programs. Oversees the operations, training, and development functions, including the design of internal policies and practices that reinforce and support the development of a cohesive student success portfolio. Designs and advances the office's strategic communication agenda. Supervises and trains staff in division functions and processes, and coordinates division-wide professional development.

Essential Functions (E) – Marginal Functions (M)

%	Job Description
55% (E)	Vision Strategy & Operations - Lead the development and deployment of SEWI division strategy for impact. Work with the executive team to oversee and manage the advancement of key program implementation strategies designed to strategically advance the Vision 2030 goals in the areas of equitable baccalaureate attainment and workforce and economic development. Lead strategic integration within SEWI of new legislation and state investments, along with informing the Board of Governor's budget and legislative advocacy agenda. Responsible for leading the strategic operations and training infrastructure that supports the efficiency and effectiveness of the full SEWI team. Specifically, leading the build out of office operations related to the office's core functions. Provide strategic leadership and direction in the development of responses to inquiries and requests from legislative and state agency offices. Design and manage the SEWI communication channels and operational processes for SEWI team engagement in the legislative and state budget processes. Oversee the design and management of the SEWI strategic communication vehicles, stakeholder engagement processes, and website management, working closely with the Communications division to ensure messaging is aligned with the Board and agency priorities.
30% (E)	Internal Administration - Provide leadership and strategic direction to the SEWI staff to implement the goals of the unit, the division and the agency. Administer the personnel and budget of the unit, including supervising and evaluating unit staff and their work products. Determine staffing and resource need recommendations for the office. At the delegation of the Deputy Chancellor, represent the Board, the Chancellor, and/or the Vice Chancellors through membership or participation with organizations, conferences, or panels. Provide written and oral presentations to the Board of Governors, the Consultation council, and other system entities and organizations. Oversee the preparation of agenda items for Board meetings and make regular presentations to the Board of Governors. Maintain regular contact with system stakeholders to facilitate the flow of information and a coordinated response to issues as appropriate. Travel to attend conferences and meetings as appropriate.

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10% (E)	Staff Supervision & Development - Direct, supervise, and evaluate the SEWI office's operations unit staff and their work products, including determination of work assignments, timelines, due dates and delegating responsibilities to ensure consistency with goals and objectives of the office. Reviews work products for accuracy and completeness. Hires new employees in accordance with established CCCCCO and state guidelines to meet division goals and objectives. Promotes merit-based hiring, promotion, and employee development by applying the CCCCCO personnel directives (e.g., Equal Employment Opportunity Policy Directive and Sexual Harassment Prevention Directive) to ensure a productive work environment that is free from discrimination and harassment. Documents employee performance to ensure work follows duties and CCCCCO employee guidelines. Completes required performance evaluations to provide feedback to employees in compliance with the Agency and state policies and procedures.
10% (E)	Maintain regular and effective communication with system stakeholder groups and provide guidance for the office's participatory governance groups. Maintain interagency relationships and partnerships, including the coordination and alignment of activities or deliverables. Other duties as assigned in support of the mission and goals of the SEWI Office.
5%	Other duties as assigned in support of the Vision 2030.

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IMPACT AND CONSEQUENCE OF ERROR:

- Inaccurate, delayed, or incomplete work product could affect the ability for the division to meet its obligations and goals.
- Errors in judgment, incorrect correspondence or documents could affect the image and perceived reliability of the division and CCCCCO.

PROFESSIONAL CONTACTS:

- Frequent contact with CCCCCO staff at all levels and the Board of Governors
- Frequent contact with other state agencies, members of the legislature, and community colleges and districts
- Regular contact with external vendors, fiscal agents, and consultants

SPECIAL PERSONAL CHARACTERISTICS:

- Ability to strategize and inform an integrated agenda for impact.
- Ability to work independently and take initiative with minimal guidance or direction.
- Ability to work collaboratively as a team member.
- Strong oral and written communication skills especially presentation and facilitation capabilities.
- Ability to recognize sensitive information and consistently exercise a high degree of discretion.
- 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.
- Reliable attendance and punctuality record.
- Consistently exercise a high degree of initiative.
- Analyze situation and adopt effective course of action.
- Provide backup to other staff during absences.
- Comfortable with learning and implementing new technology platforms
- 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:

- Communicate in a clear and concise manner
- Work in a climate-controlled, open office environment under artificial lighting
- Ability to effectively telework
- Ability to operate a computer and other standard office machines for extended amounts of time
- Exposure to computer screens and other basic office equipment.
- Periodic overnight travel is required.
- Public speaking is required.
- Ability to supervise the work of others in a remote environment.
- Hybrid work setting provided.

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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: