**WHO MAY APPLY**

Persons who meet the minimum qualification (entrance requirements) as stated on this announcement may apply for this examination once in a 12-month period.

**HOW TO APPLY**

Applications must be submitted by mail or personally delivered to the California Community Colleges Chancellor's Office (CCCCCO), Human Resources Office. Applications may be submitted by mail or in person to:

California Community Colleges Chancellor's Office
Human Resources Office
Attn.: Administrator Examination
1102 Q Street, #4400
Sacramento, CA 95811

**CUT-OFF DATES**

January 20 and July 20

Applications must be POSTMARKED no later than the cut-off date for the current administration. Applications postmarked, or personally delivered after the cut-off date for the current administration will be held until the next administration.

**EXAMINATION INFORMATION**

This examination will consist of a Training and Experience (T&E) Evaluation weighted 100%. In order to obtain a position on the eligible list a minimum overall rating of 70% must be attained in the examination. This examination is designed to elicit specific information regarding each candidate's education, training, and experience relative to the testing classification. Responses to the T&E Evaluation will be assessed based on pre-determined rating criteria.

**NOTE:** The T&E Evaluation package will be e-mailed to those candidates who meet the minimum qualifications approximately three to four weeks after the cut-off date for the current administration. Include your email address on your application.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

It is your responsibility to make sure you meet the minimum qualifications as stated below by the cut-off date listed in this announcement. Your signature on your application indicates you have read, understood, and possess the basic qualifications required. Your responses are subject to verification. Applicants are required to provide documentation of all education (official transcripts and/or diploma).

**NOTE:** All applications must include: “to” and “from” employment dates (month/day/year), time base, and job titles/official civil classification titles, and detailed description of the specific duties performed. College course information must include: name and address of institution, title, semester or quarter credits, completion dates, and title and type of degree (if applicable). Applications must also contain original signatures. Applications excluding any of this information may be rejected. Resumes containing additional information may be submitted with the examination application.
This is the first supervisory level and functions as either a program chief or senior staff person on a major project in a nonsupervisory capacity. As a supervisor, incumbents plan and direct the development, administration and evaluation of an ongoing statewide Community College specialty area such as academic programs, student services, facilities and financial planning and administration, information services, or vocational education program development or program operation. Incumbents typically supervise three or more subordinate professional staff engaged in research and consultative activities and report directly to either an Assistant Chancellor or the Chancellor. Nonsupervisory positions in this class perform high level administrative, coordinative, and consultative duties on the most complex assignments which are characterized in their impact by systemwide, intersegmental, interunit, interdisciplinary, controversial, and legislatively sensitive in nature and report to either an Assistant Chancellor or the Chancellor.

This position requires travel in California and throughout the United States and working non-standard business hours.

**Positions exist in Sacramento only.**

### MINIMUM QUALIFICATIONS

#### EDUCATION ALL LEVELS

EITHER:

Possession of an earned bachelor's degree granted by an accredited institution of higher education or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

OR:

Possession of a Community College Supervisor Credential.

#### EXPERIENCE:

One year of experience in the California state service performing higher education administration duties comparable to those performed by a Specialist in the California Community Colleges.

**AND EITHER I**

#### EXPERIENCE:

Four years of administrative, supervisory, coordinative, or equivalent level experience in the appropriate field or specialization as indicated below, including or supplemented by two years of experience in higher education, preferably in a community college.

Possession of an earned doctorate degree granted by an accredited institution of higher education or equivalent degree approved by the California superintendent or Public Instruction under the provisions of California Education Code Section 94310.2 may be substituted for two years of the managerial, administrative, supervisory, coordinating or teaching experience under Pattern II. Possession of an earned master's degree may be substituted for one year of the managerial, administrative, supervisory, coordinating or teaching experience under Pattern II.)

**Administrator Level, California Community Colleges Field or Specialization:**

Administrator for Academic Planning & Development: Academic instructional programs, preferably including or supplemented by research, curriculum development, program evaluation, policy analysis or bilingual/crosscultural.

Administrator for Facilities Planning & Utilization: Education facilities planning and utilization.

Administrator for Fiscal Planning & Administration: Business management activities including budget preparation of analysis or the conduct of studies of fiscal or business affairs or of school district organization, capital outlay, facilities planning, and utilization.

Administrator for Student Services Planning & Development: Educational and community relations programs for the economically and educationally disadvantaged, counseling student services, student affirmative action, handicap programs and financial aid.

Administrator for Vocational Education: Broad vocational instructional programs, preferably including or supplemented by curriculum development.

### DESIRABLE COMPETENCIES

In appraising the relative qualifications of candidates, consideration will be given to the range and depth of pertinent experience in the following CCCCO Professional Development Competencies: Ethics and Integrity, Interpersonal Skills, Personal Credibility, Oral and Written Communication, Teamwork, Analytical Thinking, Thoroughness, Decision Making, Flexibility, Fostering Diversity, Customer Focus, Influencing Others, Team Leadership, Conflict Management, Stress Management, Creative Thinking, Developing Others, Global Perspective, Planning and Organization, Professional and Personal Development, Change Leadership, & Applies Technology to Tasks.

### ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under “Minimum Qualifications.”

Willingness to:

1. Maintain professionalism while conducting duties as a representative of the Agency and the State of California.
2. Promote positive, collaborative, professional working relationships with all persons contacted through the course of work.
3. Take initiative to identify alternatives and make recommendations to improve processes and procedures.
4. Participate on committees or in professional groups and organizations.
5. Work outside of normal business hours.
6. Travel and work away from the office for periods of time as needed.

See next page for additional information
Knowledge of:

1. Principles of administration of the California Community Colleges to effectively administer Agency programs.
2. Principles in personnel management (e.g., hiring, staff development, training, and supervision) to manage staff resources.
3. Federal and state education laws and Agency rules and regulations to formulate, develop, and implement policies, procedures, and programs and ensure compliance.
4. The functions of the Board of Governors, Consultation Council and the Chancellor's Office of the California Community Colleges to effectively administer Agency programs.
5. The mission, goals, programs, and policies of the Agency to effectively administer Agency programs.
6. The Legislative process to analyze, review and propose legislation to support educational programs and ensure compliance.
8. Budget, contract and grant preparation to request and manage operational resources, forecast expenditures/needs, remain within budgetary authority, and to effectively administer Agency programs.
10. Educational research methods and statistical techniques to review and evaluate program effectiveness, best practices, and innovative approaches.
11. Education programs, curriculum, and instructional methods to effectively administer Agency programs.

Ability to:

1. Establish and maintain cooperative relationships with Agency employees, personnel in the community colleges and other state and federal agencies, and other stakeholders.
2. Effectively manage employees to ensure their work meets quality, quantity, and timeliness standards and is consistent with Agency goals and objectives.
3. Exercise tact, resourcefulness, and good judgment with all stakeholders to establish and maintain cooperative and effective working relationships.
4. Present ideas clearly and concisely in verbal and written form to effectively convey information to stakeholders.
5. Accurately interpret and apply statutes, regulations, and other policies to ensure compliance with state and federal laws.
6. Effectively represent the Board of Governors and the Chancellor as assigned, to carry out Agency goals and objectives
7. Prepare clear and concise reports, publications, correspondence, and other documents in accordance with the Agency Style Guide, to communicate information internally and externally and to comply with state laws and mandates.
8. Analyze situations accurately and take appropriate action to support Agency goals and objectives.
9. Effectively establish and maintain program and project priorities in the work unit or division to meet Agency goals and objectives.
10. Effectively assume leadership in the planning, development, implementation and evaluation of educational programs, policies, and procedures to meet Agency goals and objectives.
11. Effectively direct a statewide community college program to ensure efficient resource management and that Agency objectives are met.
13. Independently gather and analyze data and other information to perform research and analytical studies and to support Agency policies and programs.

ELIGIBLE LIST INFORMATION
Possession of the entrance requirements does not assure a place on the eligible list. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires after 12 months. A departmental open eligible list will be established for the California Community Colleges Chancellor’s Office. Placement on the list does not guarantee you will be selected for a job. The list will expire 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

VETERANS’ POINTS
Veterans’ Preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points through the California Department of Human Resources. (See “General Information” on this bulletin for information regarding Veterans’ Preference.) Veterans’ preference points and career credits are not granted in promotional examinations.

CAREER CREDITS
Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION
California Community Colleges Chancellor’s Office, Exam Unit at (916) 445-7911 or hrexams@cccco.edu
The California Community Colleges Chancellor’s Office reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Americans with Disabilities Act, Title II: The California Community Colleges Chancellor’s Office (CCCCO) is committed to a strong policy of equal employment opportunity. To this end, CCCC0 does not discriminate against or exclude any person participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CCCC0 on the basis of race, color, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, pregnancy, age, veteran status, political affiliation, or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

Applications are available at California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, the California Community Colleges Chancellor’s Office, and online at https://jobs.ca.gov/pdf/std678.pdf

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-departmental promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examination, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans’ Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans’ preference.

2. An entrance examination is defined, under the law, as any open competitive examination.

3. Veterans’ Preference is not granted once a person achieves permanent civil service status.

The (CalHR) has information on how to apply for Veterans’ Preference on their website at http://www.jobs.ca.gov/ and on the Application for Veterans’ Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at http://www.cdva.ca.gov/

TDD is Telecommunications Devise for the Deaf and is reachable only from phones equipped with a TDD device

California Relay Telephone Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

Administrator for (Various Specialties) (Academic Planning & Development) EM45/2450 (Facilities Planning & Utilization) EM65/2452 (Student Services Planning & Development) EM55/2451 (Vocational Education) EM83/2456 Exam Codes 5CCCA 5CCCB 5CCCD 5CCCE

BULLETIN RELEASE DATE: DECEMBER 1, 2015 FINAL FILE DATE: CONTINUOUS PAGE 4 OF 4