Position Duty Statement

Date:

Name of Incumbent: Vacant

Civil Service Title: Associate Governmental Program Analyst

Position Number: 364-218-5393-xxx

Working or Job Title: Associate Governmental Program Analyst, FKCE/Child Development

Division/Unit: Student Services & Special Programs/FKCE/CD

Supervisor's Civil Service Title: Administrator for Student Services Planning & Administration Division

Location: Sacramento

Supervisor's Working Title: Dean, Student Services and Special Programs

Work Hours/Shift:

Conflicts of Interest Disclosure Category: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ N/A

License or Other Requirement:

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 Student Services and Special Programs Division provide leadership and technical assistance for policy and programs that support student access, equity and success. The division administers nearly $600 million annually in categorical and grant funds that help colleges provide support and supplemental services for special populations.

Summary Statement:
Under the direction of the Dean of Student Services & Special Programs, the position works as a team member with the program Specialists in the Foster and Kinship Care Education (FKCE)/Child Development (CD) Unit in the planning and implementation of these programs. This includes assistance with the development and evaluation of activities and functions related to the operations and management of the FKCE and CD programs; providing training and technical assistance to the FKCE and CD leads at the community colleges; and work within a team environment to assist with performing annual planning of program goals, program evaluation and analysis of policy which may include collaborating with other student services programs (e.g. Disabled Student Programs and Services, Financial Aid, Foster Youth Success Initiative, Student Success and Support Program, Cooperating Agencies Foster Youth Educational Support Program, etc.)

Essential Functions (E) – Marginal Functions (M)

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<th>60% (E) Technical Assistance and Communication</th>
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<td>Technical assistance to the FKCE leads in preparing reports and to college staff in using the FKCE database. Monitor status of database and system change requests; provide timely responses to college requests for database assistance; review data input into the FKCE database for accuracy and follow-up on problems; create and maintain Excel spreadsheets that contain budgetary information for each of the FKCE Programs; provide technical assistance in program policy requirements; review and approve annual program and budgetary reports, which includes providing follow-up communication to resolve discrepancies. Serve as liaison to and assist in supporting the college FKCE and CD regions, the state advisory committees and various state and regional work groups; compile, prepare, and disseminate materials, agendas, reports, fact sheets, and program updates as necessary. Collaborate in the planning and implementation of conferences and workshops.</td>
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| 20% (E) | Program Development and Policy Analysis – Analyze and make recommendations regarding changes to database and data collection processes. Assist in development, implementation, and analysis of statewide needs assessments and surveys; assist with the development and oversight of contract agreements which includes data analysis, database documentation, and troubleshooting existing and potential issues. Attend regional meetings to provide policy updates and to obtain information regarding the operation of individual programs. Serve as resource for districts, colleges and Chancellor’s Office personnel on program regulations, policy and procedural matters. |

| 10% (E) | Allocation, Budgets and Reporting – Compile data for use in the allocation processes; assist with preparing allocation information to distribute to the colleges, developing and updating report forms, and ensuring that expenditures are appropriate and program guidelines are met. Provide first level review of the Manager Cost Reporting. Assist with the reallocation of available funds and resolving college payment issues with college and Accounting Office. Assist with the development of the Annual FKCE Report. Serve as liaison to the College Finance and Facilities Planning Division on Child Care Tax Bailout funds. Review Child Care Tax Bailout funding data to ensure accuracy. |

| 5% (E) | Training – Provide assistance to oversee, coordinate, and conduct in-service trainings through email, phone, CCC Confer, webinars, workshops, video and in-person conferences, one-on-one and group trainings on issues affecting the programs, program informational items, and on proper completion of program plans, budgets, and other forms. Develop agenda and materials for workshops based on the needs of both the Chancellor’s Office and participants. |

| 5% (M) | Other Duties - Other duties and responsibilities as assigned which may include tracking of legislation and legislative bill analyses. |

IMPACT AND CONSEQUENCE OF ERROR:
- Delays, inaccuracy or incomplete fiscal monitoring could result in loss of funding.
- Inaccurate guidance could create compliance issues for colleges.

PROFESSIONAL CONTACTS:
- Frequent contact and rapport with California Community College officials.
- Frequent contact with professional organizations and other stakeholders.
- Frequent contact with staff at all levels.

SPECIAL PERSONAL CHARACTERISTICS:
- Ability to manage multiple priorities
- Oral and written persuasive communication skills
- Strong analytical and research skills
- Must be able to perform duties without assistance
- Positive attitude, open-mindedness, flexibility, and tact.
- Commitment to quality customer service that exceeds the customer’s expectations.
- Excellent organizational skills.
- Focus attention to detail and follow-through.
- Multi-task, meet deadlines, and adjust to changing priorities.
- Good attendance and punctuality.
- Consistently exercise a high degree of initiative.
- Analyze situation and adopt effective course of action.
- Provide backup to other staff during absences.
- Expertise in Microsoft Word, Outlook, Excel, and Access.
- Communicate in a clear and concise manner.
- Communicate confidently and courteously in a diverse community.
- Act independently and work well as a team member.
- Receive and follow direction from supervisors.
**WORKING AND ENVIRONMENTAL CONDITIONS**
- Must be able to stand and/or sit for extended periods of time.
- Ability to bend over, or reach to file documents in drawers low to the ground or above head.
- 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.
- Some overnight travel throughout the State 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.)

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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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<th>Supervisor Signature:</th>
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