Position: Associate Government Program Analyst

Date: Name of Incumbent:

Civil Service Title: Position Number:
Associate Government Program Analyst 364-218-5393-004

Working or Job Title: Division/Unit:
Associate Government Program Analyst Student Services and Special Programs

Supervisor’s Civil Service Title: Location:
Administrator for Student Services Planning & Sacramento
Development

Supervisor’s Working Title: Work Hours/Shift: TBD
Dean, Student Services and Special Programs

Conflicts of Interest Disclosure Category: License or Other Requirement:
1 2 3 4 N/A none

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 provides leadership and technical assistance for policy and programs that support student access, equity and success. The division administers nearly $700 million annually in categorical and grant funds that help colleges provide support services across the campus and supplemental services for special populations.

Summary Statement:
Under the direction of the Administrator or Vice Chancellor for Student Services, the Associate Governmental Program Analyst will provide support and act as a liaison to the Student Senate for California Community Colleges (SSCCC) and provide assistance implementation of the new Student Success and Support Program.

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<tr>
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<th>Job Description</th>
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<tr>
<td>45% (E)</td>
<td>Act as the Chancellor's Office liaison and provide support to the SSCCC which includes, but is not limited to: attending monthly SSCCC meetings to represent the Chancellor's Office, initiating and processing council member eligibility forms (initial and twice per term), organizing the annual Student Senate Leadership Summit/Orientation, including the development of agendas, scheduling presenters, organizing meeting logistics, and developing and updating resource binders. Additional activities include initiating contracts for services, as needed, processing invoices for payment, following up on council requests and meeting outcomes, maintaining list of shared governance committee appointments, assisting in the planning, coordination, and support of the fall and spring General Assemblies, and updating council member website and listserv access.</td>
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<tr>
<td>40% (E)</td>
<td>Regularly update Chancellor’s Office Student Success and Support Program (SSSP) webpages, provide support in the coordination of advisory committees and workgroups, and assist in the development of program policies, procedures, and other program forms. Assist with collection and organization of annual plans, budgets, and data collection for SSSP. Solicit input from constituent groups on webpage content and resource needs. Draft policy memorandums and advisories for Administrator or Vice Chancellor signature.</td>
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<td>5% (E)</td>
<td>Oversee the submission, review and selection process for the Dr. John W. Rice Awards and the Chancellor’s Student Success Awards. Manage contracts related to the physical space and physical awards associated with each, in conjunction with the Communications Division.</td>
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<td>5% (E)</td>
<td>Keep the Administrator, Vice Chancellor, Chancellor, Board of Governors and agency staff apprised of policy discussions and decisions that affect the California Community Colleges, which could include both written and oral presentations and updates.</td>
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<td>5% (M)</td>
<td>Other duties as assigned. Assist with other Student Services related assignments as requested.</td>
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IMPACT AND CONSEQUENCE OF ERROR:
- Errors in judgment or decisions could affect community colleges liability for the inappropriate expenditure of funding.
- Delays, inaccuracy or incomplete reports could result in loss of funding or tracking of Division of Training resources or materials.

PROFESSIONAL CONTACTS:
- Routine contact with college and program personnel, contractors, representatives of the State government and industry representatives to transmit or obtain relevant information. These contacts will be verbal or written, as needed, to perform assignments.
- Routine and frequent contact with student government representatives.
- Requires frequent contact and rapport with managers, supervisors and staff at all levels; this includes those from outside departments and within the community college system.

SPECIAL PERSONAL CHARACTERISTICS:
- Ability to manage multiple priorities.
- Strong oral and written communication skills.
- Strong analytical and research skills.
- Must be able to perform duties without assistance.
- Ability to create, encourage and support the work of team members.
- Positive attitude, open-mindedness, flexibility, tact and support in helping staff to succeed.
- Commitment to quality customer service that exceeds the customer’s expectations.
- Excellent organizational skills.
- Focus attention to detail and follow-through.
- Multitask, meet deadlines, and adjust to changing priorities.
- Good attendance and punctuality record.
- Exercise a high degree of initiative.
- Analyze situation and adopt effective course of action.
- Act independently and work well as a team member.
- Working proficiency in Microsoft Word, Outlook, Excel, and PowerPoint.
- Provide back up to other staff during absences.
- Communicate confidently and courteously in a clear and concise manner in a diverse community.

WORKING AND ENVIRONMENTAL CONDITIONS:
- Must be able to stand and/or sit for long periods of time.
- Ability to stoop, bend down, kneel and reach for extended periods of time.
- 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.
- Overnight travel in California and throughout the United States is required.
- Occasional work on weekends 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 (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: ____________