How to Apply

Applications are available and may be filed in person or by mail with:
California Community Colleges
Human Resources
1102 “Q” Street, Suite 4554
Sacramento, CA 95811-6549

Do not submit applications to the State Personnel Board.

FINAL FILING DATE: APRIL 30, 2014

Salary Range: $5724 - $6954

Applications (Form No. 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination.” You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Examination Information

Qualifications Appraisal - Weighted 100%

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum of 70% must be attained. Competitors who do not appear for the interview will be disqualified.

Eligible List Information

A departmental list will be established for the Board of Governors, California Community Colleges. Names of successful competitors will be merged onto the list in order of final score regardless of date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Requirements for Admittance to the Examination

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW.

YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU READ, UNDERSTAND, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I “or” II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Entrance Requirements

Education:

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.

NOTE: Applicants must show their credential number, title and expiration date on their application.

Experience:

Either I

One year of experience in the California State service performing professional education duties in a community college program at a level equivalent to Community College Program Assistant II.

Or II

Three years of administrative, supervisory, coordinative, or equivalent level experience in academic instructional programs, preferably including or supplemented by research, curriculum development, program evaluation, and policy analysis or bilingual cross culture.

And

The experience applied to the Specialist, Academic Planning and Development must include or be supplemented by one year of experience in higher education, preferably in a community college. (Additional qualifying education may be substituted for the required experience under Pattern II as follows:

Possession of an earned doctorate 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 may be substituted for two years of the administrative supervisory, coordinative or teaching experience under Pattern II.
Possession of an earned master's degree may be substituted for one year of the administrative, supervisory, coordinating or teaching experience under Pattern II.

Special Personal Requirements

Willingness to travel throughout the State. Willingness to participate on committees or in professional groups and organizations.

The Position

The Specialist, Academic Planning and Development is the second fully qualified working professional level in this series. Incumbents perform complex analytical and research duties in planning, developing, administering, and evaluating a wide variety of academic, employment, fiscal, facilities, library services, student services, or vocational Community College programs, projects, and standards in an assigned specialty area. They provide consultative services to Community College officials, and promote and evaluate proposals from Community Colleges eligible for Federal or State financial assistance. Typically, they report to an individual at the Administrator level in this series.

Scope

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Principles, practices and trends in community college education with particular reference to the appropriate area of specialization.
2. Principles of Community College administration.
3. Federal and State laws and the policies and regulations of the Board of Governors of the California Community Colleges
4. Research and statistical methods.
5. Human relations.

Ability to:

1. Assume innovative leadership in the formulation and direction of a statewide community college program in the area of including academic instructional programs, preferably including or supplemented by research, curriculum development, program evaluation, policy analysis or bilingual crosscultural.
2. Do research and conduct studies.
3. Present ideas clearly and cohesively in oral and written form.
4. Work cooperatively and communicate effectively with all individuals and groups contacted in the course of work.
5. Represent the Board of Governors and the Chancellor.
6. Prepare clear and concise reports and publications.
7. Analyze situations accurately and take effective action.

Career Credits will be granted in this examination.

GENERAL INFORMATION

*AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARRITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.*

It is the candidate's responsibility to contact the California Community Colleges, Exam Unit, (916) 445-7911 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Community Colleges, Exam Unit, (916) 445-7911 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be scheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the form.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your applications will be screened in accordance with the merit review policy. Applicants will be ranked according to their scores.

Eligible Lists:

When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

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

Promotional Examination Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 254, 255 and 255.2 State Personnel Board Rules 253, 254, 255, 255.2 and 257 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information counter of State Personnel Board offices.

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 examinations, investigation may be made of employment and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and variety of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities due to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her efforts toward self-development, and the progress he/she has made in his/her efforts toward self-development.

High School Equivalency: Equivalency to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the California Board of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

Contact State Personnel Board - Sacramento (916) 323-5490.

Specialist, Academic Planning and Development

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