

APPENDIX G

Minimum Qualifications for Deputy Sector Navigators



Please Note: Minimum qualifications requirements do not apply to existing Deputy Sector Navigators (DSN). However, any new DSN hired by DSN grantee community college districts must utilize, at minimum, the qualifications provided below.

General for all Deputy Sector Navigators

Knowledge of:

- Higher education mission, organization, policies for community colleges;
- The basic workings of the California Community College system;
- Host District policies and procedures;
- The program planning process including setting measurable objectives;
- Current teaching and learning methods;
- Credit, non-credit, and not-for-credit curriculum development;
- New CTE standards of the California Department of Education;
- Sector specific employment needs;
- Sector specific federal, state, and local laws, codes and regulations; and
- Grant and contract management including financial elements.

Ability to:

- Plan, prioritize, assign work, and manage all program assets in order to meet work plan objectives, schedules and timelines;
- Market program training / services to colleges, industry employee groups and legislative bodies;
- Create and manage work plans, budgets, and ensure up-to-date program reporting;
- Work effectively with faculty from diverse programs, program advisory committees at the local campuses, and within the California Community College system;
- Hire, contract, plan, direct and manage the activities of contractors;
- Interpret and apply relevant Federal, State, County, and District rules, regulations, policies, and procedures;
- Prepare and deliver studies, assessments, articles, outreach presentations, and where possible technical training;
- Communicate effectively both orally and in writing to diverse groups;
- Create and maintain cooperative relationships with local, regional, national employers, agencies and governmental entities in allied transportation and energy fields;

- Develop and use an advisory group to assist in the creation and implementation of program mission and goals;
- Supervise, mentor, monitor and evaluate technical and administrative center staff;
- Demonstrate an awareness and sensitivity dealing with racial, ethnic, gender, disabled, economically and culturally diverse people;
- Use a computer and related technology and software to effectively manage the program and meet work plan objectives;
- Assess Industry needs and develop timely deliverable solutions such as curriculum and training that meet regional and statewide needs;
- Coordinate, archive and disseminate center-developed products to the Sector Navigator, California Community Colleges and industry partners;
- Provide professional leadership and direction for the assigned operation;
- Monitor budgets and contracts; participate in budget development;
- Secure private and public sector matching funds for grants;
- Analyze data and information;
- Develop effective relationships with partners, collaborative in nature, coachable; and
- Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.

Sector Specific Minimum Qualifications

Advanced Manufacturing

Bachelor's Degree, project management experience, 5-7 years of recent advanced manufacturing or related industry experience and some experience working with community colleges. Proven communication and leadership skills.

Advanced Transportation and Renewable Energy

Bachelor's Degree and at least six years' experience or Master's Degree (or higher) and at least four years' experience that includes:

- (1) Experience in advanced transportation technology and/or energy related field consistent with the ATRE program objectives.
- (2) Experience in creating and implementing industry and workforce education and training programs (or courses) in regards to advanced transportation and/or energy technologies.
- (3) Awareness of the potential impact future technological, political, environmental and economic trends may have on education and technical training needs.
- (4) The position requires that the individual must have a working knowledge of the technical aspects of alternative fuel vehicles technologies (including ethanol, biodiesel, liquid and compressed natural gas; hybrid technologies; and electrical/fuel cells) and their system infrastructure requirements. The DSN must also have a working knowledge of basic energy technologies, such as solar photovoltaic, solar thermal, wind-generation technologies and their related building envelope and/or distribution system needs and

implications. Depending on regional issues and workforce needs, the DSN may also need knowledge or experience regarding advanced technology as it relates to on and off road vehicles, aeronautical applications, light and heavy rail operations, intelligent transportation systems (ITS), geographic information systems (GIS) technologies and marine applications.

Agriculture, Water, Environmental Technology

- Fundamental knowledge of the Agriculture and Natural Resources industry including, to a lesser degree, some understanding of water and environmental technology
- Experience in or with an advisory committee or understanding of how advisory committees work
- Basic understanding of curriculum development practices and regulations as well how the K-12 system connects to community college system and how the community college system connects to university
- Experience in project planning and implementation
- Bachelor's degree required, preferable in an agriculture related field.

Energy Efficiency and Utilities

- Industry experience: Previous employment in, provision of services or products to, or participation in developing courses and career pathways with the Energy Efficiency and Utilities industry.
- Industry stakeholder contacts: Current relationships with industry stakeholders that can inform workforce education and training.
- Application of basic learning principles: Knowledge that enables the translation of industry workforce requirements into relevant curriculum.

Desirable Qualifications

- Business development: Analyzing multiple points of view – industry, education, WIBs, and funding agencies – to create a practical approach to developing programs that meet the needs of all stakeholders.
- Strategy development: Translating the above approach plus analysis of labor market data into a shared vision among stakeholders that results in an executable program strategy. In most cases, the DSN will prepare a written strategy brief and/or PowerPoint presentation that can be iterated by the stakeholders to reach agreement.
- Navigation of the Community College environment:
- Interpersonal Skills: Applying consultative skills that respect the diverse positions of stakeholders and achieves commitment to implement the program strategy. These skills are essential in effectively working with faculty and administrators to create or enhance career pathways.
- Convening: Facilitating meetings of stakeholders to iterate and execute the program strategy and achieve the intended outcomes for program priorities.
- Project facilitation: Keeping the program on track through creative use of financial and human resources.

Global Trade and Logistics – Centers for International Trade Development (CITD)

- Bachelor's degree from an accredited institution (MBA preferred)
- Minimum of three (3) or more years of private sector international business experience
- A valid passport
- Knowledge and understanding of federal, state and other international business resources
- Demonstrated experience and knowledge in mitigating financial or operational risks in the global marketplace
- At least 3 years in a management role, which includes supervisory responsibilities and budgeting responsibilities
- Experience teaching at a CA Community College is preferred but not required.
- Demonstrated experience in project management and facilitating collaboration.
- Knowledge and understanding of the CA Community College System and Regions.

Health Workforce Initiative

- Bachelor's degree from an accredited four year college or university with a major in a health related discipline, education, public administration, management, communications or a related field; Master's Degree referred; and
- Licensed health care professional;
- Four (4) years of related experience with at least two (2) years of management or supervisory experience at the Director or Dean level; grant funded Economic and Workforce Development (EWD) program preferred;
- Experience teaching nursing or allied health related credit or not-for-credit curriculum; and
- Two (2) years of experience working in the health care industry.

ICT-Digital Media

- 1) Subject matter knowledge:
 - a) A fundamental knowledge of current occupational requirements for Information Technology, Software Development, and Digital Media skills in their core and hybrid industry settings is ideal.
 - b) Basic ability to assemble Labor Market intelligence (i.e the interpretation of 'information') utilizing labor market reports (EDD, Burning Glass), available market research, direct interviewing (placement agencies, HR departments, Business contacts) so that a proper and separate curriculum alignment can be recommended for the various segments of the CCC students population (rapid entry level, AS related, and skill builders/incumbent professionals).
- 2) Mobility and Communications:

Since the ICT-Digital Media skill set is currently taught in a variety of departments it is necessary for the DSN to visit and communicate effectively (written, voice and video) with faculty and Deans who have various academic points of view and diplomatically share related Labor Market intelligence relative to available entry level jobs, effective third party Certifications and relevant technology (i.e. current vs obsolete)
- 3) Bachelor's Degree

Life Sciences/Biotech

- Demonstrated ability to work directly with industry and demonstrated understanding to grants and contracts and CA Community Colleges.
- Masters in a STEM field.

Retail, Hospitality, Tourism, Learn and Earn

Bachelor's Degree, project and grant management experience, 3-5 years of recent industry sector experience and experience in an academic environment preferably with a community college. Excellent communication and leadership skills.

Small Business

Education and Experience Requirements:

- Bachelor's degree from an accredited four year college or university with a major in business administration, public administration or a related field; MBA preferred; and
- Four (4) years of related experience with at least two (2) years of management or supervisory experience at the Director or Dean level; grant funded Economic and Workforce Development (EWD) program preferred.
- Experience teaching business related credit or not-for-credit curriculum.
- Two (2) years of experience as a business owner.

Knowledge of:

- Small business management.
- Federal, state, and regional resources available to businesses.
- Principles of public relations.