

## APPENDIX G

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### 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;
- 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 in relevant field;
- Project management experience;
- A minimum of five years of recent advanced manufacturing or related industry experience;
- Experience working with community colleges
- Proven communication and leadership skills.

### **Advanced Transportation and Renewable Energy**

- Bachelor's Degree in relevant field;
- A minimum six years of experience or Master's Degree (or higher) and at least four years' experience in:
  - advanced transportation technology and/or energy related field consistent with the ATRE program objectives;
  - creating and implementing industry and workforce education and training programs (or courses) in advanced transportation and/or energy technologies.

- Awareness of the potential impact future technological, political, environmental and economic trends may have on education and technical training needs.
- Working knowledge of the technical aspects of alternative fuel vehicles technologies and their system infrastructure requirements.
- 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, 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**

- Bachelor's degree required, preferably in an agriculture related field.
- 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

### **Energy Efficiency and Utilities**

- Bachelor's Degree in relevant field;
- 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 including current relationships with industry stakeholders that can inform workforce education and training;
- Knowledge of basic learning and teaching methods that enable the translation of industry workforce requirements into relevant curriculum.
- Desirable Qualifications including:
  - 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;
- Applying consultative skills that respect the diverse positions of stakeholders and achieves commitment to implement the program strategy;

### **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 three years in a management role, including supervisory and budgeting responsibilities;
- Experience teaching at a CA Community College is preferred but not required;
- Demonstrated experience in project management and facilitating collaboration;

### **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 preferred; and
- Licensed health care professional;
- Four years of related experience with at least two 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;
- Two years of experience working in the health care industry.

### **Information and Communication Technology-Digital Media**

- Bachelor's Degree in related field;
- Subject matter knowledge of:
  - of current occupational requirements for Information Technology, Software Development, and Digital Media skills in their core and hybrid industry settings;
  - Mobility and Communications;
  - Industry-recognized third party Certifications;
  - Relevant and evolving future technologies.

### **Life Sciences/Biotechnology**

- Masters in a Science, Technology, Engineering and/or Mathematics;
- Minimum of five years' experience Demonstrated ability working directly in or with related industry.

### **Retail, Hospitality, Tourism, and Learn and Earn**

- Bachelor's Degree
- Minimum of three years 3-5 years of recent industry sector experience.

### **Small Business**

- 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.