

# APPENDIX I

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## Key Talent Roles and Responsibilities 2016-2017



CALIFORNIA COMMUNITY COLLEGES

**Doing What MATTERS™**

FOR JOBS AND ECONOMY

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### Deputy Sector Navigator:

- Acts as sector expert.
  - Provides support to the Regional Consortia and the Centers of Excellence by completing a "sector profile" of relevant programs and forecast of workforce readiness skills including:
    - Sector definition, industry structure, number of firms, employment, projected growth, workforce readiness skills, trends in relevant technology, changing skill sets, etc.
    - programs by college
    - program capacity
    - program performance (FTES, completion, retention, placement, wage advancement)
    - strategic initiatives
    - critical workforce development challenges
    - highest priorities for improving program performance for the sector
- In coordination with the Regional Consortia, convene colleges (with relevant programs), employers, workforce and economic development organizations and labor stakeholders, to:
  - identify the regional workforce development and business development needs of the Sector
  - determine short and long-term skill set training needs
  - support college efforts to strengthen or develop programs that are in alignment with these needs leading to job placement and/or job retention and wage advancement for students. Note: DSN's role is to contribute as needed to the development of curriculum and programs and not to develop them themselves.
- When applicable, collaborate with Sector Navigators, other regional Deputy Sector Navigators and college contract education units to develop and expand

the use of contract education to meet the dynamic needs of business and industry in an expedited manner.

- When applicable, collaborate with state and regional Technical Assistance Providers to serve the needs of the region.
- Promote and provide faculty and staff professional development opportunities to update the skills of faculty, teachers, counselors, and staff to reflect the needs identified in the Sector and to increase capacity of colleges within each region to address the needs of the Sector as applicable.
- With the assistance of the SN, RC (and his or her designated college representative) and industry partner support the capacity of colleges to provide credit, non-credit, and not-for-credit offerings, and industry recognized certification programs that contribute to advancing workforce skill development with a focus on industry standards and technical skills specific to both existing and emerging occupations in the Sector.
- Support curriculum and program development or revision to meet emerging workforce skillsets and industry standards and certifications.
- Collaborate with education and economic development partners (for example students, parents, K-12, California State Universities, University of California, and Workforce Development Boards) to develop and broadly publicize industry-informed career pathways leading to living wage jobs and meeting long-term workforce needs within the regional labor market.
- Collaborate with K-12 to improve linkages and career technical education pathways in high-need, high-growth, or emerging regional economic sectors.
- Provide Technical Assistance to businesses.

### **Sector Navigator:**

- Provide technical assistance, and logistical support to statewide and regional projects to advance sector strategies, regional development, accountability-based performance metrics, and the adoption of effective workforce and economic development practices.
- Identify and advocate programmatic priorities - with consideration for common metrics and accountability measures - in consultation with DSN's, regional and statewide advisory bodies. Structure at least one statewide or multi-region advisory body –where business representation is at least 50%.

- Act as first point of contact for statewide industry organizations and employers with the intent of assisting engagement with the community college system to respond to sector needs. Represent the Chancellor's Office at state-level meetings and workgroups and facilitating business/industry connection with DSN's and college programs.
- Act as sector expert staying current with industry workforce development needs, trends, and funding opportunities in order to provide expert guidance to the Chancellor's Office, DSN's, Regional Consortia and regional sector-specific centers.
- Develop and implement sector initiatives to address statewide and regional industry workforce priorities, supported by convening and facilitation, marketing, website development/maintenance, meeting logistics, data collection/reporting, and internal analysis of effectiveness.
- Assist DSN's, and the Regional Consortia to meet the needs of their particular industry sector in evaluating impact of their sector on the region's economy.
- Assist in the formation of workforce development networks, and development of contract and fee-supported approaches for meeting workforce development needs in their sector.
- Support the Chancellor's Office and other Key Talent by:
  - contributing to the developing workplans
  - providing recommendations on monitoring;
  - providing technical assistance;
  - providing technical assistance as needed on RFAs, SB 858, and SB 1402 and any related compliance and reporting;
  - supporting and contributing to statewide and regional sector strategic planning.
- Provide technical assistance/input to CCCCO on SB 1402 and SB 858 funded projects, and other Renewals, RFAs and funding opportunities.
- Provide leadership in implementing the recently approved Strong Workforce Recommendations relating to sector work.

## **Regional Consortia:**

- Act as first point of contact representing the Chancellor's Office for regional inquiries.
- Collaborating with the SNs and DSNs to facilitate connections between regional businesses, industries and labor organizations and college programs.
- Administer the Program Endorsement Process helping to validate the need for new programs, avoid unnecessary duplication of programs that risk over-supplying regional labor markets and ensure labor market demand/supply equilibrium.
- Convene, coordinate, connect and collaborate with the region's workforce and economic development networks (DSNs and SNs) and college leadership (CEOs, CIOs, CSSOs, CTE Deans, CTE Faculty, local Curriculum Committees, etc.) to ensure that every community college in the region is aware of opportunities to participate in: regional activities, regional decision making processes and regional investment of resources.
- Coordinate with and leverage efforts of other regions, SNs, DSNs, the Centers of Excellence and other Technical Assistance Providers, colleges, the Academic Senate and other stakeholders to identify and connect priority sector needs and resources leading to outcomes that directly or indirectly move the needle on student success and student wage gain. Assist the DSNs in developing the Sector Profiles. This includes cultivating regional collaborative communities so that practitioners and/or faculty are deeply engaged in the region's priority and emergent sectors.
- Provide convening, technical assistance, and logistical support to regional projects that affect Common Metrics and Accountability Measures and meet the labor market needs of regional priority and emergent sectors.
- Create and manage consortium logistics and collaboration tools, such as websites, listservs, meeting logistics, reporting, directories, and communication between member colleges to provide relevant information concerning consortium activities including: consortium member listing, available products, meeting minutes, opportunities to participate within the consortium, listing of active collaborative communities, in-region contacts for priority and emergent sectors, and listing of professional development opportunities.
- Provide input to CCCCO on Renewals, RFAs and other funding opportunities.
- Provide leadership in implementing the recently approved Strong Workforce recommendations relating to regional work.