OPEN, NONPROMOTIONAL EXAMINATION

SPECIALIST IN GENERAL VOCATIONAL EDUCATION, CALIFORNIA COMMUNITY COLLEGES

How to Apply
Applications are available and may be filed in person or by mail with:
California Community Colleges
Human Resources Office, Suite 4554
1102 Q Street
Sacramento, CA 95811

Do not submit applications to the State Personnel Board.

FINAL FILING DATE: NOVEMBER 21, 2012
Salary Range: $5,724 - $6,954

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-to-year basis.)

Or
Possession of a Community College Supervisor Credential.

Experience:
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
Three years of teaching experience, two years of which shall have been in teaching broad vocational instructional programs, preferably including or supplemented by curriculum development, and one year of experience in an administrative, supervisory, coordinative, or equivalent level capacity in the field of education. This experience must be supplemented by two years of working experience as wage earner in the appropriate vocational field.

The experience applied to the Specialist in General Vocation Education must include or be supplemented by one year of experience in higher education, preferably in a community college.

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, coordinating 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 in General Vocational Education is the second fully qualified working professional level in the California Community College Administration 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 or Director 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:

**A. Knowledge of:**

1. Principles, practices and trends in Community College education with particular reference to broad vocational instructional programs, preferably including or supplemented by curriculum development.

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 as they relate to vocational instructional programs.

4. Research and statistical methods.

5. Human relations.

**B. Ability to:**

1. Assume innovative leadership in the formulation and direction of a statewide community college vocational instructional program.

2. Do research and conduct studies.

3. Present ideas clearly and concisely 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 as assigned.

6. Prepare clear and concise reports and publications.

7. Analyze situations accurately and take effective action.

Career credits will be granted in this examination. Veteran's credits will not be granted in this exam.

"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) 445-7901 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written exam it is the candidate's responsibility to contact the California Community Colleges, Exam Unit, (916) 445-7901 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 front.

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 performance in the examination described on the other side of this bulletin will be compared with the performance of others who take this test, and all competitors who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Location: 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 Line: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivision promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) department open, 6) open. When there are two lengths 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 234, 235 and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 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 records 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 regency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than 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.

High School Equivalency: Equivalence 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 State Department 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) 323-7496.