CALIFORNIA COMMUNITY COLLEGES CHANCELLOR’S OFFICE

~CONTINUOUS~
OPEN NON-PROMOTIONAL EXAMINATION – EXAM CODE 1CC10

SPECIALIST IN GENERAL VOCATIONAL EDUCATION,
CALIFORNIA COMMUNITY COLLEGES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

How to Apply
Please mail applications (Form No. 678) to:
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: 02/01/2014
Salary Range: $5,724 - $6,954

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 cutoff 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.

Qualifications Appraisal
Eligible List
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
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.

Entrance Requirements
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.

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.

And

Either I
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 II
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.

And

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

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*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 notice 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 program 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 requirements 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 candidates 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 the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Location:** Oral interviews will be scheduled in Sacramento.

Eligible Lists: 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 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.

**General Qualifications:** Candidate 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 registry 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 plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

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

Contact State Personnel Board - Sacramento (916) 323-7911.