How to Apply
Please mail applications (Form No. 678) to:
California Community Colleges Chancellors Office
Human Resources Office, Suite 4554
1102 “Q” Street
Sacramento, CA  95811
Do not submit applications to the State Personnel Board.

CUTOFF DATE:  02/01/2014

Salary Range:  $5208 - $6329

Applications (Form No. 678) must be POSTMARKED no later than the cutoff 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.

Eligible List Information
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 scores 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
NOTE: 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.

Either

Education:
Possession of an earned bachelor’s degree granted by an accredited institution of higher education. (Additional qualifying experience may be substituted for the required education on a year-for-year basis).

Or

Possession of a Community College Supervisor Credential.
Experience:
One year of experience in California state service performing professional education duties in a Community College program at a level equivalent to or higher than Community College Program Assistant I.

Or II

Two years of administrative, supervisory, coordinative, or equivalent level experience at an accredited institution of higher education, preferably at a Community College.

Special Personal Requirements
Willingness to travel throughout the State. Willingness to participate on committees or in professional groups and organizations.

The Position
This is the fully qualified working professional level in the series. Incumbents either (1) carry out administrative assignments, consultation and assistance in complex and sensitive programs with the guidance of a higher level staff member; or (2) independently perform the duties of a less complex and sensitive program. Incumbents may act as leadperson over lower level Assistants and/or analytical support staff in the performance of a program of average complexity and sensitivity.

Knowledge of:
1. Principles, practices and trends in Community College education with particular reference to the appropriate area of specialization.
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 the appropriate area of specialization.
4. Research and statistical methods and human relations.

Ability to:
1. Assume innovative leadership in the formulation and direction of a statewide community college program in the appropriate area of specialization.
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 Preference credit will not be granted

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the California Community Colleges, Exam Unit, (916) 445-7911 four 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 or at www.spb.ca.gov/ , 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 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 this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: 1102 "Q" Street, Sacramento, CA, 95811.

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 then 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.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posed at 1b State Personnel Board, 801 Capitol Mall, and Sacramento.)

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form, which is available from State Personnel Board offices or written test proctors.

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

Contact State Personnel Board - Sacramento (916) 654-6336.