How to Apply
Applications are available and may be filed in person or by mail with:
California Community Colleges
Human Resources, 4th Floor
1102 "Q" Street
Sacramento, CA  95811

Do not submit applications to the State Personnel Board.

FINAL FILING DATE: Continuous

Salary Range:  $6,354.00 - $7,724.00
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 final filing 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.

Examination Date
Qualifications Appraisal: It is anticipated that interviews will be held in July/August 2013.

Examination Information
This examination will consist of a qualifications appraisal interview weighted 100% only. In order to obtain a position on the eligible list, a minimum of 70% must be attained. Competitors who do not appear for the interview will be disqualified.

Eligible List Information
A departmental eligible list will be established for the Board of Governors, California Community Colleges. The list will be abolished 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.

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.

Entrance Requirements
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.

Either I
One year of experience in the California State service performing higher education administration duties comparable to those performed by a Specialist in the California Community Colleges.

Or II
Four years of administrative, supervisory, coordinative, or equivalent level experience in educational and community relations programs for the economically and educationally disadvantaged, counseling student services, student affirmative action, handicap programs and financial aid. This experience must include or be supplemented by two years of experience in higher education, preferably in a community college.

(Additional qualifying education may be substituted for the required experience under Pattern II as follows:

1. 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 managerial, administrative, supervisory, or coordinating experience.

2. Possession of an earned master's degree may be substituted for one year of the managerial, administrative, supervisory, or coordinating experience.)

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

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Administrator for Student Services Planning and Development
Final Filing Date: Continuous
Exam Code: 3CC05
The Position
An Administrator for Student Services Planning and Development is the first supervisory level. As a supervisor, incumbents plan and direct the development, administration and evaluation of the ongoing statewide student services program. Incumbents typically supervise three or more subordinate professional staff engaged in research and consultative activities and report directly to either the Executive Vice Chancellor or the Chancellor.

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. Educational and community relations programs for the economically and educationally disadvantaged, counseling student services, student affirmative action, handicap programs and financial aid.
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 student services programs.
4. The Administration, organization, functions and programs of higher education in California, particularly the California Community College system.
5. The functions of the Board of Governors and the System Office of the California Community Colleges.
6. Public administration, budgeting and personnel management principles and practices.

B. Ability to:
1. Assume innovative leadership in the formulation and direction of a statewide community college program in student services, preferably including or supplemented by research, curriculum development, program evaluation, policy analysis or bilingual/cross-cultural.
2. Direct statewide community college program.
3. Do research and conduct studies.
4. Present ideas clearly and concisely in oral and written form; prepare clear and concise reports and publications.
5. Work cooperatively, communicate effectively and establish and maintain effective working relations with top administrative personnel in the community colleges, other educational agencies, other jurisdictions and organizations, and all individuals and groups contacted in the course of work.
6. Represent the Board of Governors and the Chancellor as assigned.
7. Supervise subordinate staff.
8. Analyze situations accurately and take effective action.
9. Effectively contribute to the Board's affirmative action objectives.

Career Credits will be granted in this examination.

GENERAL INFORMATION
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 feature 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 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 the State Personnel Board or downloaded from www.ppa.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.

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: Oral interviews are scheduled in Sacramento.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional 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: 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, investigations 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 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.

Contrast State Personnel Board - Sacramento (916) 654-6336