Final Filing Date: CONTINUOUS
Exam Code: 3CC08

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 broad vocational instructional programs, preferably including or supplemented by curriculum development. This experience must include or be supplemented by two years of experience in higher education, preferably in a community college. And

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

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 first supervisory level and functions as either a program chief or senior staff person on a major project in a non-supervisory capacity. As a supervisor, incumbents plan and direct the development, administration and evaluation of an ongoing statewide Community College specialty area such as academic programs, equal opportunity and affirmative action programs, library series, student services facilities and financial planning and administration, or information services, or vocational education program development or program operation. Incumbents typically supervise three or more subordinate professional staff engaged in research and consultative activities and report directly to either a Vice Chancellor or the Chancellor. Non supervisory positions in this class performs high level administrative coordinative, and consultative duties on the most complex assignments which are characterized in their impact by being systemwide, intersegmental, interunit interdisciplinary, controversial, and legislatively sensitive in nature and report to either a Vice Chancellor or Chancellor.

Requirements for Admittance to the Examination
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.
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:


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 broad vocational instructional programs, preferably in curriculum development; research and statistical methods; and human relations.

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 Chancellor's Office of the California Community Colleges; and 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 broad vocational instructional programs, preferably in curriculum development.

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. Veterans Preference Points are not granted in this type of 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.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: 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) subdivisonal promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide 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, 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 recency 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) 654-6336

Administrator for Vocational Education EM63 2456 Final Filing Date: Continuous EXAM CODE: 3CC08