



# California Community Colleges

## MEMORANDUM

November 27, 2018

18-013 | Via Email

TO: Chief Executive Officers  
Chief Instructional Officers  
Chief Business Officers  
Career Education Deans  
Deputy Sector Navigators  
Sector Navigators  
Regional Consortia Chairs  
WEDPAC/EDPAC

FROM: Gary W. Adams  
Dean, Innovation and Systems Capacity  
Workforce and Economic Development

RE: Guidance for DSN Job Assessment & Description

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This memo is to provide guidance to the new host colleges on the Deputy Sector Navigator (DSN) job description for the grant cycle starting 2018/2019. This guidance should also prove helpful to colleges that will continue to host DSNs, providing clarity on the expectations for the DSN position.

The following are attached for reference:

1. Guidance for DSN Job Assessment: provides information on how a host college should evaluate the placement and type of position based on the work to be performed. [Click here for more information](#)
2. DSN Job Description template: provides a standard DSN job description that contains the requirements, expectations and standards for the position. [Click here for more information](#)

This guidance is intended to be helpful in the following ways:

1. Assist new host colleges with creating the DSN job description in order to hire the incoming DSN.

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**Chancellor's Office, Workforce and Economic Development**

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[www.CaliforniaCommunityColleges.cccco.edu](http://www.CaliforniaCommunityColleges.cccco.edu)

## Request for Interest – DSNs & Host Colleges (Second Round)

October 31, 2018

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2. Provide a standard reference for the DSN position to contribute toward a common understanding of shared purpose and standard for performance throughout the state.
3. Contribute toward a common reference to encourage parity of placement and the role created by the host colleges throughout the state.

As stated in the sub-agreement between the Fiscal Agent and the host colleges, the host colleges must follow the hiring processes and procedures of their institutions to hire the DSNs. It is intended that the attached guidance will serve as resource to assist the host colleges in those processes.

If a college elects to engage the DSN as a contractor and not as an employee, the attached guidance should be useful to delineate the work to be performed by the DSN as a contractor. However, if the contracting method is pursued be sure to omit any performance expectations that would suggest an employee-employer relationship with the host college.

If you have any questions, please address them to Interim Director Lynn Shaw at (916) 445-1774 or Dean Gary Adams at (916) 322-7079. Thank you.

cc: Executive Vice Chancellor Van Ton Quinlivan  
Interim Director Lynn Shaw  
Chancellor's Office Workforce and Economic Development Division Staff  
Chancellor's Office Educational Services Leadership