



STATE OF CALIFORNIA
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE



COMMUNITY COLLEGE PROGRAM ASSISTANT II
OPEN CONTINUOUS EXAMINATION

Exam Code: 6CCCM

SALARY RANGE: \$5,445 - \$6,815

THIS BULLETIN ISSUED ON MAY 1, 2017 CANCELS AND SUPERSEDES ANY PREVIOUS BULLETINS

It is an objective of the State of California to achieve a drug-free state work place. 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.

The State of California is an equal employment opportunity employer to all regardless of age, ancestry, color, disability, exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), or sexual orientation.

WHO MAY APPLY Persons who meet the minimum qualification (entrance requirements) as stated on this announcement may apply for this examination once in a 12-month period.

HOW TO APPLY Applications must be submitted by mail or hand delivered to the California Community Colleges Chancellor's Office (CCCCO), Human Resources Office.

Applications may be submitted by mail or in person to:

California Community Colleges Chancellor's Office
Human Resources Office
Attn.: CCPA II Examination
1102 Q Street, #4400
Sacramento, CA 95811

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE

APPLICATIONS WILL NOT BE ACCEPTED VIA FAX OR EMAIL.

CLEARLY INDICATE THE EXAM TITLE AND EXAM CODE ON THE APPLICATION.

CUT-OFF DATES May 20 and November 20

Applications must be POSTMARKED no later than the cut-off date for the current administration. Applications postmarked, or personally delivered after 5:00 pm on the cut-off date for the current administration will be held until the next administration.

EXAMINATION INFORMATION This examination will consist of a **Training and Experience (T&E) Evaluation weighted 100%**. In order to obtain a position on the eligible list a minimum overall rating of 70% must be attained in the examination. This examination is designed to elicit specific information regarding each candidate's education, training, and experience relative to the testing classification. Responses to the T&E Evaluation will be assessed based on pre-determined rating criteria.

NOTE: The T&E Evaluation package will be e-mailed to those candidates who meet the minimum qualifications approximately three to four weeks after the cut-off date for the current administration. **Include your email address on your application.**

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION It is your responsibility to make sure you meet the minimum qualifications as stated below by the cut-off date listed in this announcement. Your signature on your application indicates you have read, understood, and possess the basic qualifications required. **Your responses are subject to verification. Applicants are required to provide documentation of all education (official transcripts and/or diploma).**

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION (cont.)

NOTE: All applications **must** include: "to" and "from" employment dates (month/day/year), time base, and job titles/official civil classification titles, and detailed description of the specific duties performed. College course information **must** include: name and address of institution, title, semester or quarter credits, completion dates, and title and type of degree (if applicable). **Applications must also contain original signatures. Applications excluding any of this information may be rejected.** Resumes containing additional information may be submitted with the examination application.

POSITION DESCRIPTION AND LOCATION

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.

This position requires travel in California and working non-standard business hours.

Positions exist in Sacramento only.

MINIMUM QUALIFICATIONS

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-for-year basis.)

OR:

Possession of a Community College Supervisor Credential.

AND EXPERIENCE

EITHER I:

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 EXPERIENCE II

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

DESIRABLE COMPETENCIES

In appraising the relative qualifications of candidates, consideration will be given to the range and depth of pertinent experience in the following CCCC Professional Development Competencies: Ethics and Integrity, Communication, Personal Credibility, Customer Focus, Thoroughness, Flexibility, Interpersonal Skills, Teamwork, Creative Thinking, Decision Making, Learning, Initiative, Organizational Awareness, Planning and Organizing, Professional and Personal Development, Diagnostic Information Gathering, Stress Management, Forward Thinking, Influencing Others.

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications."

Willingness to:

1. Maintain professionalism while conducting duties as a representative of the Agency and the State of California.
2. Promote positive, collaborative, professional working relationships with all persons contacted through the course of work.
3. Participate on committees or in professional groups and organizations.
4. Work outside of normal business hours.
5. Travel and work away from home for periods of time as needed.

SCOPE OF EXAMINATION**Knowledge of:**

1. Effective methods for establishing and maintaining productive, professional relationships in order to achieve the Agency's mission and goals.
2. State and federal education laws and Agency rules and regulations to formulate, develop, and implement policies, procedures, and programs, and ensure compliance.
3. Principles, practices, and trends in education, with particular reference to the appropriate area of specialization, in order to effectively administer Agency programs and provide technical assistance to stakeholders. California community college administrative practices, organization, and functions of the Agency in order to monitor and ensure compliance with program requirements.
4. Research methods and statistical techniques in order to review and identify program effectiveness, best practices, and innovative approaches.
5. The Legislative process to analyze, review, and propose legislation to support educational programs and ensure compliance.
6. Budget, contract, and grant preparation to effectively request and manage operational resources, forecast expenditures and needs while remaining within budgetary authority.

Ability to:

1. Communicate effectively, exercise tact, resourcefulness, and good judgment with all stakeholders to establish collaborative working relationships.
2. Accurately interpret and apply policies to ensure compliance with state and federal laws.
3. Analyze situations accurately and take appropriate action to support Agency goals and objectives.
4. Present ideas clearly and concisely in verbal and written form to effectively convey information to stakeholders.
5. Independently gather and analyze data and exercise creativity in the planning, development, implementation, and evaluation of less complex educational policies, procedures, and programs to effectively accomplish Agency goals.
6. Effectively represent the Board of Governors and the Chancellor in a professional capacity as assigned, in order to meet the mission and goals of the Agency.

ELIGIBLE LIST INFORMATION

Possession of the entrance requirements does not assure a place on the eligible list. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires after 12 months. A departmental open eligible list will be established for the California Community Colleges Chancellor's Office. Placement on the list does not guarantee you will be selected for a job. The list will expire 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

VETERANS' POINTS

Veterans' Preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points through the California Department of Human Resources. (See "General Information" on this bulletin for information regarding Veterans' Preference.) Veterans' preference points and career credits are not granted in promotional examinations.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

California Community Colleges Chancellor's Office, Exam Unit at (916) 445-7911 or hrexams@cccco.edu

GENERAL INFORMATION

The California Community Colleges Chancellor's Office reserve 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 laws and rules and all competitors will be notified.

Americans with Disabilities Act, Title II: The California Community Colleges Chancellor's Office (CCCCO) is committed to a strong policy of equal employment opportunity. To this end, CCCCCO does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CCCCCO on the basis of race, color, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, pregnancy, age, veteran status, political affiliation, or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

Applications are available at California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, the California Community Colleges Chancellor's Office, and online at <https://jobs.ca.gov/pdf/std678.pdf>

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order:
1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional,
5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in 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 examination, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

The (CalHR) has information on how to apply for Veterans' Preference on their website at <http://www.jobs.ca.gov/> and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at <http://www.cdva.ca.gov/>

TDD is Telecommunications Devise for the Deaf and is reachable only from phones equipped with a TDD device

California Relay Telephone Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922