

TO: Peralta Community College District - Board of Trustees

FROM: Frances L. White, Ph.D. Acting Chancellor

DATE: September 5, 2019



**SUBJECT: Accountability and Recovery Action Plan (1) [CONFIDENTIAL]**

Undoubtedly, the sheer volume of challenges facing Peralta Community College District (PCCD) can appear daunting – despite a reality that the vast majority of longstanding issues can be remedied with sufficient effort, appropriate resources and thoughtful planning.

And while much of what the District needs to accomplish must be determined by new, permanent administrative leadership, the District, nor its students, can afford to wait, as the success for the next Chancellor weighs heavily on the steps taken now by the acting administration and Board to prepare for next Chief Executive Officer's arrival – as evidenced by the District's need to present its plan for corrective action on September 16<sup>th</sup> before the Board of Governors.

The District has two distinct challenges that must be addressed through one solution: 1) immediately correcting issues identified by three independent reviews and 2) initiating forward looking strategic planning.

In order to meet the necessary changes outlined in the Accrediting Commission for Community and Junior Colleges (ACCJC), Fiscal Crisis & Management Assistance Team (FCMAT), Collective Brain Trusts (CBT) reports, the District is developing a comprehensive approach to resolve longstanding structural problems and administrative practices negatively impacting the District for decades.

The below grouping of documented actions and recommendations for Board of the Trustees' (Board) approval is the first in a series of proposals to come before the Board. It is recommended that the Board establish an automatically reoccurring agenda item with an expectation of ongoing reports from the Administration on the status of all corrective actions until each FCMAT recommendations has been satisfactorily addressed.

Named the Accountability and Recovery Action Plan, the Administration has developed the following objectives to direct this process:

1. Prepare for new executive leadership
2. Complete implementation of recommendations of FCMAT, ACCJC and CBT
3. Reorganize Peralta for efficiency and cost-effectiveness
4. Adopt two-year budget planning and development process
5. Standardize, update and modernize administrative practices, policies and operations

To prepare for the new Chief Executive, the current administration has implemented and or is recommending the adoption of the following:

1. Evaluate FCMAT, ACCJC and CBT recommendations for immediate action and identify those that are delayed for new leadership's input and prerogative
2. Ensure all new personnel and vendor contracts recommended by the Acting Chancellor have a termination date no later than June 30, 2020
3. Propose for Board adoption changes to budget, classifications, hiring authority and BPs/Aps affecting Office of the Chancellor (Board Meeting: September 24)

To date, the District has completed 17, as well as initiated action on another 18 recommendations outlined in FCMAT's assessment.

As part of the response, the District has assessed and categorized each of the recommendations from both the ACCJC and FCMAT, as part of an integrated framework outlined in the independent analysis from CBT.

Completion of design and implementation of more complex and systemic corrective actions will be further refined by the next Chancellor and the leadership team they will assemble. As of this time, 20 FCMAT recommendations have been linked and deferred to decisions that should be made by the incoming administration.

In an effort to prepare for permanent leadership and to ensure the best chances for successful implementation of recommendations within a reasonable and responsible timeframe, the Office of Chancellor has identified a number of correlated, initial actions aimed at 1) providing the sufficient support and necessary resources to be in place and awaiting the newly selected Chief Executive Officer – but more importantly, 2) to establish healthy and responsible forward planning practices so that the District can shift from a place of crisis and reaction to proactive and strategic planning.

The accompanying materials detail remedies that have either been enacted or are currently seeking Board authorization or notice. The various action items, notices and background materials in this memorandum have been arranged into four parts for the Board's consideration:

1. Priority Areas and Timeframe
2. Proposed Reorganization and Reporting Structures
3. Updated Job Descriptions
4. Revised Board Policies and Administrative Policies & Procedures

The District's greatest liability is not the magnitude of its deficiencies; rather, it's the breadth and age of many known problems. Certainly, some issues are complex, but the overwhelming majority of the steps necessary to align the District to best practices are basic and obtainable – if the appropriate financial and human resources are in place around an efficient organizational structure that is supported by strong leadership.

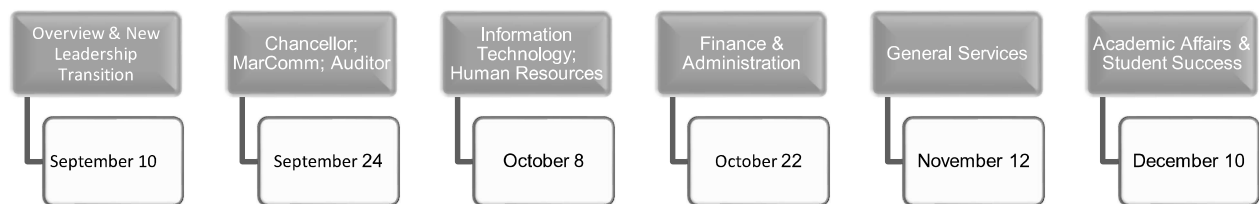
The District has the financial wherewithal to support what must get done. With the Board’s leadership and approval on these items, we can continue down the road to greater accountability and recovery of the District’s health and stability.

## #1 Priority Areas and Timeframe

While the District is in the process of ongoing course correction for FY 2019-20 and to end the longstanding tradition of one-off approaches to problem solving, the steps being outlined today are to adjust, as best as expected, administrative operations for this current fiscal year, with the overriding goal of establishing good organizational habits and planning for FY 2021-22 and FY 2022-23. The District cannot end the cycle of crisis-to-crisis management without implementing proactive solutions for the next fiscal year.

The District has developed a timeline for a holistic review of its organizational structure and accompanying budget implementation. Rather than provide a general, broad plan, it is essential that the all stakeholders, including the Board, have ample opportunity, before adoption, to provide insight and feedback on more granular, departmental or divisional level considerations.

Below is the proposed timeline for Board review, input and approval:



As part of the general Accountability and Recovery Action Plan and in consultation with the CBT, the District has identified five administrative priority areas that compress the recommendations from ACCJC, FCMAT and the CBT Phase I Fiscal Improvement Services Project into specific actions.

While some areas for improvement are new, many are long-standing issues that appear in previous District evaluations. The following constitutes recommendations of the highest operational priorities for the District for 2019 – 2020 to improve PCCD’s financial status, reduce risk, restore integrity and create meaningful change for student success and the long-term fiscal stability of the District.

1. Leadership and Accountability
  - Streamline top level District Office structure by reducing to no more than four vice chancellors
  - Build a strong, stable District and colleges leadership team; engage in team development
  - Realign centralized and decentralized services; improve effectiveness and efficiency
  - Realign District office and college-level staffing accordingly
  
2. Finance and Information Technology
  - Correct fiscal and technology Issues identified by FCMAT, ACCJC, CBT, and fiscal auditors

- Refine and implement year one of the PCCD Five-Year Integrated Financial Plan
  - Implement remaining PeopleSoft components (e.g. Human Resources and Student Services modules; degree audit, etc.) and provide staff training
  - Develop comprehensive Technology Master Plan to accompany educational & facilities plans
3. Increase Enrollment and Revenues Under the New Student Centered Funding Formula
    - Implement aggressive strategies for the Vision for Success and enrollment growth
    - Revise, refine, and align enrollment management plans with Vision for Success
    - Redesign course schedules; create a coordinated master schedule across the four colleges
    - Increase productivity to 17.5; set realistic FTES targets; align budget & staffing processes
    - Employ targeted outreach, marketing, and recruitment strategies; update media/web pages
  4. Human Resources: Staffing, Accountability, and Development
    - Review / revise staffing, job descriptions and compensation placements for consistency
    - Implement quality performance review and progressive discipline procedures
    - Provide onboarding, training and development for all employees
    - Conduct analysis to reduce executive turnover; support the chancellor search process
  5. Facilities, Maintenance, Safety and Security
    - Complete critical repairs, safety and compliance issues
    - Design / implement deferred maintenance plan and timely work order system
    - Design Bond Program and long-term Facilities Plan

While the District will utilize this framework to discuss broad goals with specific actions, the most immediate priority is successful implementation of corrective actions to address all of FCMAT's recommendations.

To support these efforts, the Administration has developed internal monitoring tools to track, coordinate and document actions taken to complete the necessitated reforms. Updates on each FCMAT item will be provided to the Board as part of the District's commitment to increased accountability.

It is critical to note that 22 recommendations are directly tied to vacant or new positions – and, therefore particular focus has been placed on the District's organizational structure and recruitment and the Office of the Chancellor.

## **#2 Proposed Reorganization and Reporting Structures**

To begin instituting a two-year budget planning process, the Administration must begin assuming certain reorganizations in advance of implementation 2020-2021 operational budget. As has been previously noted, the following reorganization (for budget planning purposes) is not slated to be enacted until July 1, 2020 and after ample opportunity for the Board and new Chancellor to weigh-in and make changes.

At the June 11<sup>th</sup> board meeting, a first introduction of the proposed District Office Administrative Reorganization was provided to the Board. Since that time and after the release of FCMAT assessment, further review has identified a number of additions to the reconfigurations or proposed structures.



These proposed structures are in alignment with the Vision for Success Goals from the State Chancellor's Office. The proposed structures also retain key centralized functions and services related to compliance, accountability, as well as opportunities for innovation, collaboration, enhanced student access, equity and success. It's essential to note that these changes are not planned to go fully into effect until FY 2022-23.

The primary goals of restructuring are to: 1) improve efficiencies in operations 2) create cost-savings in management salaries and 3) correct broken procedures, processes, systems and 4) reduce the overall number of vice chancellors.

Each of these detailed changes meet the standard of best practices in districts of similar size, are a continuance of a specific function or service necessary for compliance, accountability and student success, as well as generate efficiencies and cost savings.

The proposed organizational structures of the three new special departments – Internal Auditor, Information Technology and Marketing & Communications Offices – will continue to evolve and develop throughout the FY 2019-20 year with the assistance of outside subject matter experts already under contract with the District, or in the case of the Office of the Internal Auditor – an RFP will be initiated by the end of 2019. The new Office of Marketing & Communications will continue to make a priority and explore redeploying the use of and content creation for Peralta TV and radio stations to students, rather than the District in addition to a comprehensive communications and marketing plan.

Additionally, it should be noted that the departure of one Associate Vice Chancellor and resignation of one Vice Chancellor position aligns directly with these plans. Any change in title will be Y-rated until the June 30, 2020 – when all interim positions contracts expire. The District can assume partial salary savings from these vacancies – with exact figures to be presented at the Office of the Chancellor presentation slated for September 24<sup>th</sup>.

While the District looks to reduce the overall number of staffing through attrition, no represented employee position has been eliminated as part of the proposed reorganization. Future changes in staffing as related both to represented employees and these designs will be part of a larger reorganization and the hiring of new management, and subject to bargaining and meet and confer requirements.

With the District-wide classification study and support from a new Director of Staff Development, the District is preparing to maximize the resources from all of its existing employees while meeting the outside recommendations for corrective actions.

There are seven notable changes in the proposed compositions:

1. Reducing the number of Vice Chancellors from six to four
2. Establishing three distinct types of structures (colleges, offices and divisions) reporting under the Office of the Chancellor
3. Consolidating six divisions into four, with Academic Affairs and Student Success being integrated and Finance & Administration now being responsible for Procurement as advised by FCMAT and ACCJC
4. Changing the reporting structure of the Internal Auditor from the Vice Chancellor of Finance and Administration directly to the Chancellor

5. Reconfiguring the former Office of Public Information, Communications and Media into the District's Office of Marketing & Communications and creating additional support for college specific marketing programs and analysis
6. Establishment of an internal whistleblower program with the new Office of the Internal Auditor and redeployment of 2 FTE personnel resources to support the department's operations
7. Integration of Workforce Development & Continuing Education with Strong Workforce and the elimination of Vice Chancellor for Workforce Development & Continuing Education and reallocation of the Associate Vice Chancellor position to support Academic Affairs as Associate Vice Chancellor for Student Success

With as many noted changes already underway and due to the institutional knowledge held by outside counsel who serve as General Counsel, the Administration is not recommending a change in the structure of legal support until the new Chancellor is appointed and makes this determination in consideration with the rest of their Office's staffing.

Should the new Chancellor choose to fill the vacancy of General Counsel, the Board might consider aligning the Human Resource and Employee Relations division under the executive leadership of the General Counsel and downgrading the Vice Chancellor of Human Resources & Employee Relations to an Associate Vice Chancellor. Additionally, new salaries ranges for the CMO and CTO will require additional analysis – but changes to any salary will not impact the FY 2019-2020 budget as they will not go into effect until after termination of interim contracts on June 30, 2020.

### **#3 Updated Job Descriptions**

With outside assistance and expertise, the District will review and revise staffing levels, job descriptions and compensation placements across all campuses and units as part of administrative priorities for 2019-2020. However, a number of changes to job descriptions have been or will be enacted as part of the initial steps to address FCMAT's recommendations.

While some positions throughout the District are included in the first round of evaluation, this initial assessment and changes to job descriptions focused on positions in the Office of the Chancellor or those in management that report directly to the Chancellor.

Any job description that formerly genderized the Chancellor has now been updated to gender-neutral terms. Notable changes to each classification include:

The following revised job descriptions reflect the changes in the proposed organization structure:

#### *Executive Management Positions Edited for Reorganization*

1. Vice Chancellor – Academic Affairs & Student Success  
[Updated Job Description to Reflect Consolidation of Two Divisions]

2. Vice Chancellor – Finance & Administration  
[Updated Job Description to Reflect Reorganization of Purchasing]
3. Vice Chancellor – General Services  
[Updated Job Description to Reflect Reorganization of Purchasing and Bond Management]
4. Vice Chancellor – Human Resources & Employee Relations  
[Updated Job Description and Increased Qualification Requirements]
5. Associate Vice Chancellor of Student Success  
[Updated Job Description to Subordinate Responsibilities Below Vice Chancellor of Academic Affairs & Student Success]
6. Chief Technology Officer  
[Updated Job Description to Realign Title Change to Unit Size]
7. Chief of Staff  
[Updated Job Description and Increased Qualification Requirements]
8. Chief Marketing Officer  
[Updated Title and Job Descriptions]
9. Internal Auditor  
[Updated Job Descriptions to Redirect Reporting Structure from the Vice Chancellor – Finance & Administration to the Chancellor directly, as well as added oversight of the whistleblower program]

*Positions under Review for Office of the Chancellor (September 24)*

10. Contracts & Legal Affairs Coordinator  
[Updated Job Description]
11. Assistant to Chancellor  
[Updated Job Description]
12. Executive Assistant  
[Consolidated Classification] In an effort to prepare for further reorganization and interdepartmental staffing opportunities, the executive assistants (per division) have been consolidated into a single classification.
13. Staff Assistant  
[Consolidated Classification] In an effort to prepare for further reorganization and interdepartmental staffing opportunities, the executive assistants (per division) have been consolidated into a single classification.

*Newly Created Classifications for Board Notice*

14. Director of Staff Development  
[New Position Created to Support the District's Staff Development]
15. Digital Manager

[New Position in the Office of Marketing and Communications]

16. Production Manager

[New Position in the Office of Marketing and Communications]

17. Management Analyst

[New Position to Expand the District's Analytical Capacity]

#### **#4 Revised Board Policies and Administrative Policies & Procedures**

While Board Policies and Administrative Policies & Procedures should go through an annual review for updates, copy edits and operational accuracy, this review has identified a number of corrective language necessary for compliance with FCMAT or are critical to the successful implementation of other recommendations.

As part of this agenda item, it is being requested that the Board of Trustees approve a universal change to all Board Policies and remove gender terms to be replaced with gender-neutral terms. Additionally, the Administration is seeking the Board's approval to do so in any other document or form that would otherwise need Board approval for change.

Below are the description of updates and changes to Board Policies and Administrative Policies & Procedures that will be presented to the Board as part of the Office of the Chancellor reorganization and after successful completion of all necessary participatory governance. The Administration has selected to use its executive authority and augment recruitment processes to allow Human Resources to initiate advertisement of upcoming positions in advance of the participatory governance process. All other aspects of participatory governance remains in place.

Board Policy 2430: Delegation of Authority to the Chancellor

[Updates to non-gender specific language]

Board Policy 2432: Chancellor Succession

[Change in succession order to reflect updated reorganization and titles]

Administrative Procedure 2430: Delegation of Authority to the Chancellor's Staff

[Updates to include updated titles for staff]

Administrative Procedure 3100: Organizational Structure

[Updated organizational chart to be included]

Administrative Procedure 3811: Liability Claim Payments for Money of Damages

[Updates to include updated titles for staff]

Administrative Procedure 3300: Public Records Access

[Change in information recipient]

AP 7122: Hiring Procedures for Regular Academic Administrators and Classified Managers

[Provides Chancellor greater flexibility to select and hire their executive support staff]

AP7123: Hiring Acting and Interim Academic and Non-Academic Administrators

[Provides Chancellor greater flexibility to select and hire their executive support staff]

Administrative Procedure 7231: Classification Plan

[Corrects typos]

Administrative Procedure 7700: Whistleblower Protection

[Specifies management of program and identifies new special department, Office of the Internal Auditor]

## **Conclusion**

As this memorandum outlines, the action plan addresses the District's most immediate problems while putting into the place a new approach to forward planning and long-term strategy development by the Administration, something the District has lacked for far too long.

Certainly, there is ample opportunity for the new leadership and the Board to make substantial changes to any plan or ideas being presented in this Accountability and Recovery Action Plan. However, the District cannot and will not be able to ensure the best opportunity for the Chancellor if forward planning is not begun now. This memorandum and accompanying actions already underway are the critical first steps to change – with many, many more needed to follow. As was stated at the onset, a healthy and strong District is achievable with true collaboration, sufficient effort, appropriate resources and thoughtful planning.

Years of failed promises and constant emergencies by previous management has eroded critical trust between the Board and District leadership, making collaboration difficult. The acting administration believes it is essential to begin outlining and implementing changes so that the next Chancellor, Board and the whole Peralta Community have the best chance to turn the page and restore stability, accountability and trust back in this beloved institution.



## **PERALTA COMMUNITY COLLEGE DISTRICT**

### **ACADEMIC MANAGEMENT JOB DESCRIPTION**

#### **Vice Chancellor for Academic Affairs & Student Success**

**(Executive Salary Range)**

#### **CLASS PURPOSE**

Under the direction of the Chancellor, the Vice Chancellor for Academic Affairs & Student Success will serve as the Chief Academic Officer of the District. The Vice Chancellor oversees all academic functions within the Peralta Community College District, including policy development, implementation management, and multi-campus coordination. The Vice Chancellor supports the colleges with updated information from local, state and national levels of laws, regulations, and developments. The Vice Chancellor also serves as a facilitator, advocate, and developer of proven systems in support of faculty and student academic development. This includes providing administrative direction to the District's Financial Aid Office, Student Services' aspects of district-wide enrollment management, admissions and records of Athletics and Student Life under grants management within Student Services, Strategic Planning, and other academic programs, activities, and opportunities as discussed and assigned.

#### **EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed, nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Represents the Chancellor for the student services functions of the District, and serves as the Chancellor's designated person for student complaints and grievances.
- Administers compliance with all student services laws, regulations, and Chapter 5 Board Policies and Administrative Procedures, including financial aid, concurrent enrollment, student grievances, health services, student discipline, and district-wide student government.
- Oversees Financial Aid budget, services, policies, and procedures.
- Supervises and manages the process, procedure, and quality assurance for Matriculation, including prerequisites, assessment, and electronic student educational plans.
- Supervises the Peralta Health Services and acts as a liaison between PCCD, Alameda County Health Services, and community agencies.
- Supervises Online Support services for students taking online classes.
- Oversees and coordinates the Student Ambassador Program with Colleges' Administrators.

## **Job Description: Vice Chancellor for Academic Affairs & Student Success**

- Serves on Chancellor's Cabinet to address student services issues with College Presidents and District Administrators.
- Has administrative oversight of the District's Enrollment Management Program.
- Works with college administration to promote student-oriented culture that ensures access, sustains educational excellence, fosters student development, and supports high levels of student achievement, including an excellent new students' orientation system.
- Oversees the academic enterprise consistent with the District's vision and mission. Blue print and standards for academic and student affairs.
- Reviews and makes recommendations on curriculum/program requests, including mission-changing requests.
- Oversees production of reports, including enrollment, IPEDS, and programs offered/completed.
- Works with the other administrators to identify data sources, develops definitions, and determines data collection mechanisms.
- Makes recommendations on district level accreditation issues and follow-up, and serves as a liaison to the accreditation commission.
- Works with the Peralta Federation of Teachers (PFT) to develop and recommend an annual system academic calendar.
- Works with the District Academic Senate (DAS) and PFT to review institutional tenure policies and recommendation for quality and consistency.
- Provides necessary District leadership for dual enrollment courses to be offered at the high schools.
- Participates in statewide activities involving instruction and student services personally or through proxy.
- Supports and coordinates effective articulation practices at the colleges and throughout the District.
- Identifies, develops, and implements collaborative efforts among campuses to effectively increase access and completion, where appropriate.
- Provides oversight of enrollment management and initiatives.
- Develops and supports equity and inclusion policies and activities for faculty, staff and administrator hiring.
- Engages the Peralta Student Council in academic issues affecting students as a voice in participatory governance.
- Identifies and responds to high priority state needs for curriculum opportunities intended to expand the region's economy and provides high value/quality employment opportunities.
- Serves on various councils/committees, as necessary.
- Provides District leadership for SSSP and Student Equity issues.

## **Job Description: Vice Chancellor for Academic Affairs & Student Success**

- Supervise the Peralta Health Services and liaison between PCCD, Alameda County Health Services and community agencies.
- Provides leadership for a variety of district-wide instructional services, including course/program development, instructional planning and curriculum review and approval processes; reviewing needs and developing plans for distributed learning; developing policies and procedures for maintaining course outline master file, assuring currency, legality and maintenance of strong academic standards.
- Coordinates instructional planning and support for the Vice Presidents of Instruction of the colleges and Continuing Education.
- Coordinates District instructional services to assure compliance with local and state regulations.
- Coordinates the development, implementation, and review of information technology applications that support curriculum, and instructional services and enrollment management initiatives.
- Coordinates with Staff Development Officer and DAS instructional design and critical pedagogy professional development.
- Supervises the Peralta District's International Education Programs and Services.
- Develops intercultural and institutional bridges in the recruitment and admissions of international students.
- Designs services and opportunities to support the successful integration and acceptance of international students.
- Oversees the recruitment and outreach efforts of international and out-of-state students, identify and recruit international and out-of-state students to study in the Peralta Colleges in collaboration with other appropriate units.
- Seeks resources to support and develop international education activities related to globalizing the curriculum, articulation, staff development, reciprocity with partner institutions abroad, international workforce development and study abroad programs.
- Supervises AC Transit program for the District, works with AC Transit managers, and monitors contract between PCCD and AC Transit.
- Provides leadership on curricular and instructional issues for faculty and administrators.
- Provides leadership, as well as coordinates the regular evaluation of Distance Education/Online.
- Coordinates Education and instructional technology to ensure systems are current and practices are effective.



## **Job Description: Vice Chancellor for Academic Affairs & Student Success**

- Develops grant initiatives and other activities related to workforce training and economic development within the region. Oversees and monitors federal, state, and local agency collaborative and special projects.
- Coordinates collaborative activities related to instruction, articulation, and program development and partnerships with K-12 schools, other community colleges, universities, and the community.
- Provides leadership in the development and delivery of distributed learning ensuring that it meets the District's mission in compliance with state regulations, is integrated into the District's curriculum approval process, and is supported by the necessary infrastructure, training, and technical assistance.
- Develops and administers the Academic Affairs and Student Success division's program and operating budgets, establishing monitoring procedures, and preparing required financial records and reports.
- Interprets and communicates state and federal regulations as they impact curriculum, workforce development and international education, makes recommendations regarding programs, standards and policies and procedures to ensure compliance and to meet District goals.
- Initiates long-range planning and research to support the development and review of instructional programs in accordance with student needs and the needs of business and industry.
- Collaborates with student services on curricular actions that impact student matriculation, prerequisites, class schedule and catalog development, and degree and program requirements.
- Recommends, hires, supervises, and evaluates the Office of Academic Affairs & Student Affairs staff.
- Performs related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Background in higher education instructional services, including course/program development, instructional planning, and curriculum review and approval processes.
- Experience in coordinating instructional planning and support to assure compliance with local and state regulations.
- Experience in coordinating the development and implementation of information technology applications that support curriculum, instructional services and enrollment management initiatives.
- Understanding of curricular and instructional issues encountered by faculty and administrators.
- Experience in developing and delivering distributed learning.

## **Job Description: Vice Chancellor for Academic Affairs & Student Success**

- Background in developing grant initiatives and other activities related to workforce training and economic development within the region.
- Experience in seeking resources to support and develop international education activities related to globalizing the curriculum, articulation, and staff development.
- Experience in developing collaborative activities related to instruction, articulation, and program development and partnerships with K-12 schools, other community colleges, universities, and the community.
- Ability to communicate effectively in writing and orally.

### **MINIMUM QUALIFICATIONS**

- Possession of a Master's Degree from an accredited college or university in a discipline represented within the Peralta Community College District curriculum, and five years of successful full-time experience in administrative or management positions in education, business, industry, or government.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of Peralta Colleges' students, faculty, staff, and community.
- Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
- Demonstrated ability to conduct high-level research and analysis and communicate the results effectively in writing and orally, and make professional-level presentations.
- Demonstrated ability to interact effectively and efficiently with other members of the administrative team, staff, faculty, students and the community.
- Demonstrated commitment to educational equity, multiculturalism, and successful student outcomes, preferably at the community college level.
- Knowledge of Education Code, Federal and State Laws, and current practices appropriate to institutional development.
- Commitment to participatory governance.

### **DESIRABLE QUALIFICATIONS**

- Possess a doctorate from an accredited college or university.
- Increasingly responsible senior leadership experience in higher education administration.
- Demonstrated experience in community involvement and institutional advocacy, including resource development.
- College faculty experience in a classroom or non-classroom capacity.

**Job Description: Vice Chancellor for Academic Affairs & Student Success**

- Broad understanding of higher education issues pertaining to community colleges, and comprehensive, baccalaureate, and research universities, as well as K-12.

**ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

**PHYSICAL REQUIREMENTS**

The position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting and stooping in the performance of daily activities. Also, the position requires grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents, and acute hearing is required when providing phone and personal service.

These requirements are governed by statutes covering reasonable accommodation for persons with qualified disabilities.

**OTHER REQUIREMENTS**

Ability to work and cooperate with faculty, students, managers, the public and employees at all levels in order to exchange ideas, information and opinions.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills as needed. It is not intended to serve as a complete list of job duties, responsibilities and/or essential functions.

*Revised: September 6, 2019*



## **PERALTA COMMUNITY COLLEGE DISTRICT**

### **ACADEMIC MANAGEMENT JOB DESCRIPTION**

#### **Vice Chancellor for Finance & Administration**

##### **(Executive Salary Range)**

### **CLASS PURPOSE**

Under the direction of the Chancellor, the Vice Chancellor for Finance and Administration is responsible for the administration and supervision of the Peralta Community College District's finance, accounting, accounts payable, payroll, purchasing, internal Auditing and budgeting services. The Vice Chancellor monitors and directs the daily business and financial operations and is responsible for coordination and providing support for budget development and oversight of the execution of the annual final budget.

- Serves as the District's Chief Financial Officer.
- Provides leadership and is ultimately responsible for the coordination, development and preparation of the District's annual budget; provides reports, statistical and financial data as required to provide budget status information and support in new budget preparation; provides budget assumptions and develops revenue projections.
- Responsible for the District's annual audit, ensuring that local and state timelines are met for producing a timely audit. Coordinates the external audit process and insures the proper application of internal control processes.
- Responsible for the oversight of the District's complex Other Post Employee Benefits (OPEB) program.
- Supervises and directs the internal audit and accounting functions of the District and develops new procedures or accounting programs as needed, including the control and accounting for all funds in the District budget.
- Provides oversight of the Purchasing Department ensuring that compliance, implementations and reporting requirements are met.
- Responsible for the oversight of the District's newly implemented Budget Allocation Model including; ensuring the model is: consistent with the State's SB 361 funding model, provide financial stability, provide for a reserve in accordance with PCCD Board policy, responsive to the District and Colleges' planning processes.
- Utilizing the Budget Allocation Model, ensure financial resources are allocated to colleges and service centers with a focus on maximizing support and development of student learning programs and institutional effectiveness.

**Job Description:** Vice Chancellor for Finance & Administration

- Designs and implements a budget process that is transparent to the Governing Board and to the community at large.
- Provide fiscal oversight to ensure financial resources (bonds, benefits, OPEB, etc.) are prudently managed and adhere to or continue to develop proper Administrative Procedures and process improvement on procedures.
- Develops and submits to the Chancellor, in a timely manner, an annual budget for presentation to the Governing Board.
- Represents the District at state and national meetings and conferences dealing with budget and financial services issues.
- Exercises oversight of the District Payroll Office and the Accounts Payable Unit ensuring accurate and timely disbursements.
- Meets regularly with the college Directors of Business and Administrative Services and makes recommendations on matters of budget development, implementation and administration.
- Provides monthly budget reports and assists cost center managers with budget analysis and budget management as needed.
- Performs financial asset management and exercises oversight and administration (accounting and auditing) of bond issuance, bond funds and investments including; Measure B (Parcel Tax), Measure A (Capital Projects) and other on-going bond/fund management at the District.
- Exercises oversight of student fee collections through the Chancellor's Office Tax Offset Program (COTOP).
- Directs the development and maintenance of an on-going banking management plan.
- Plans, directs, and participates in the design and implementation of improved fiscal procedures for the District.
- Provides leadership in the formulation of District/College business practices, and assistance in the preparation and expenditures of the colleges' annual operating budgets.
- Directs appropriate access to budget information.
- Provides guidance and leadership relative to all account and fund reconciliation.
- Chairs the District Planning and Budget Council and serves on the District Retirement Board and other shared governance bodies.
- Coordinates the management of the enterprise financial system and the assessment and review of new computer applications and systems that affect the financial operations of the District.
- Directs the development and implementation of the District's Chart of Accounts and insures that compliance and reporting requirements will be met.
- Directs the creation and production of financial statements and reports. Supervises the maintenance of records of expenditures, income and balances of all appropriations. Oversees the preparation of quarterly financial statements.
- Plans for and directs accurate and appropriate compliance with all State, Federal and local laws, Board policies and regulations governing the financial operations of the District.

**Job Description:** Vice Chancellor for Finance & Administration

- Supervises the operation of the District's revolving cash fund and for making transfers between District funds maintained in the county treasury.
- Assists with collective bargaining, prepares proposals and provides fiscal guidance in negotiations and settlements.
- Ensures the completion and filing of claims for various special projects.
- Performs other duties as assigned by the Chancellor.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to represent the District on appropriate District, college, State, and other committees in areas of responsibility.
- Ability to foster a sense of teamwork among colleagues, subordinates, and superiors.
- Ability to work effectively and demonstrate current knowledge of computers and specialized technology utilized in accounting, data analysis, and strategic planning.
- Ability to lead and manage employees from a diverse background, levels of expertise, and perspectives.
- Knowledge of the role of community colleges in economic development.

**MINIMUM QUALIFICATIONS**

- Combination of experience and education equivalent to:
  - Master degree from an accredited college or university in business administration, accounting, finance, or related field; plus five years increasingly responsible experience in a financial management position;
- OR
- Bachelor degree from an accredited college or university in business administration, accounting, finance or related field; plus ten years increasingly responsible experience as a chief financial officer in a public service agency.
- Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Access, and PowerPoint), personal computers, and other standard office equipment;
- Experience managing an enterprise financial management system, such as Oracle/PeopleSoft.
- Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.
- Five (5) five years of successful full-time experience in administrative or management positions in education, business, industry, or government, including working with a governing board.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of Peralta Colleges' students, faculty, staff, and community.

**Job Description:** Vice Chancellor for Finance & Administration

- Demonstrated ability to conduct high-level research and analysis and communicate the results effectively in writing and orally, and make professional-level presentations.
- Demonstrated ability to interact effectively and efficiently with other members of the administrative team, staff, faculty, students and the community.
- Knowledge of Education Code, Federal and State Laws, and current practices appropriate to the District's Chief Financial Officer.
- Commitment to participatory governance.

**DESIRABLE QUALIFICATIONS**

- Progressively responsible and relevant management experience in a California community college environment.
- Knowledge of current higher education/community college issues and policy implications.
- Demonstrated working knowledge of public finance and business administration.
- Experience with, and understanding of the Principles of Sound Fiscal Management. (California Code of regulations, title 5, Section 85311)
- Experience managing revenue bonds and other investments for a large institution.
- Evidence of the ability to work effectively as a team member with top level management.
- Evidence of a successful working relationship with managers, faculty, staff, students and members of the community.
- Effective communication and conflict resolution skills.
- Experience in, knowledge of or the ability to understand the following:
  - The relationship and interaction of a community college and various community special interest groups.
  - The technicalities of budgeting and the relationship of finance to the District operation in a multi-campus district.
  - The Education Code and other State, Federal and local regulations as they apply to the management of a college and its special programs.

**TYPICAL DUTIES**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

**Job Description:** Vice Chancellor for Finance & Administration

## **PHYSICAL ABILITIES**

Requires the ability to function in an office environment performing work of primarily a sedentary nature with some requirement to move about the District and the community. Requires the ability to use hearing and speech to make presentations to groups and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

*Revised: September 6, 2019*



**PERALTA COMMUNITY COLLEGE DISTRICT**  
**CLASSIFIED MANAGEMENT JOB DESCRIPTION**

**Vice Chancellor for General Services**

**(Executive Salary Range)**

**CLASS PURPOSE**

Under direction of the Chancellor, the Vice Chancellor of General Services plans, organizes, coordinates, and supervises Facilities Maintenance and Operations, Police Services, Capital Outlay Planning and Construction.

**DUTIES AND RESPONSIBILITIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Establishes source list of suppliers who can provide goods and services in a timely manner and at the best price.
- Maintains District real property inventory.
- Receives and analyzes bids and makes award recommendations to Board of Trustees.
- Supervises and provides management oversight for the Director of Capital Projects, who has day-to-day responsibility for the capital outlay projects.
- Supervises and provides management oversight for the Director of Facilities Maintenance and Operations, who has day-to-day responsibility for the District-wide departments of Maintenance and Grounds, and the District Office custodial services.
- Provides administrative leadership and oversight of police services Districtwide. Performs other related duties as required.
- Interfaces with and provides management oversight for consultants and contractors for District facilities, programs, and capital projects.
- Develops and reviews plans for construction and deferred maintenance for conformity to code regulations.
- Plans, organizes, and implements long- and short-range construction and improvement programs of the District.
- Develops the Scheduled Maintenance Plan and annual project submittals for state funding.
- Develops the five-year construction and deferred maintenance plan for the District.
- Develops, negotiates, and prepares construction contracts for Board of Trustees approval; administers these contracts.

**Job Description:** Vice Chancellor for General Services

- Represents the District to state and local agencies, and serves on District Councils and commissions as assigned.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Possession of a Bachelor's Degree in Business Administration, Economics, Management, or a related field, and four (4) years of increasingly responsible experience in facilities and maintenance operations, capital outlay planning and construction management, or an equivalent combination of education and qualifying experience that would likely provide the desired knowledge, skills, and abilities to perform the duties of the position.
2. Knowledge of concepts and principles associated with facilities and physical plant management.
3. Ability to establish and maintain effective working relationships with District employees.
4. Knowledge and proficiency in the operation and use of personal databases and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet, and database management software) including the Internet.
5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Possession of a Master's Degree in Business Administration or related field from an accredited college or university.
- Experience in an education or multi-campus environment.
- Working knowledge of public bidding specific to construction projects.
- Knowledge and experience in working with the Division of the State Architect (DSA).
- Experience working for a multi-site organization.
- Knowledge of basic laws, ordinances, and codes relating to building, zoning, and fire prevention practices and regulations; inspection techniques, building construction principles, practices, and safety standards; building plans and specifications; and various codes including Uniform Building, Uniform Mechanical, Plumbing, and National Electrical, as well as other applicable state and local codes.

**ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

## **PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

*Revised: September 6, 2019*



## **PERALTA COMMUNITY COLLEGE DISTRICT**

### **ACADEMIC MANAGEMENT JOB DESCRIPTION**

#### **Vice Chancellor for Human Resources & Employee Relations**

**(Executive Salary Range)**

#### **CLASS PURPOSE**

Under the direction of the Chancellor, the Vice Chancellor for Human Resources and Employee Relations is responsible for planning, organizing, coordinating, and monitoring the daily operations of the Peralta Community College District's comprehensive Benefits, Risk Management, Human Resources and Employee Relations programs for administrative, academic and classified personnel; and provides technical assistance in the area of human resources to all District administrators, Governing Board, faculty, and staff. The Vice Chancellor for Human Resources has oversight responsibility for the human resources function at the District Offices and all four colleges within the Peralta Community College District.

#### **DUTIES AND RESPONSIBILITIES**

- Any one position may not include all of the duties listed, nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

#### **General**

- Interpret, implement, recommend, and develop human resources policies, regulations, and practices; and facilitate the development of other District policies and regulations. Confer with legal counsel in providing advice and counsel to the District regarding personnel matters. Research and report on pending and recent legislations that may impact human resource policies, procedures and operations. Ensure compliance with state and federal laws.
- Develop and monitor department financials and division budgets.
- Serve as custodian, and supervise the maintenance of official personnel records and employment contracts. Manage the Human Resources Information System (HRIS). Utilize a variety of software systems to research, develop, prepare, modify and retrieve statistical, financial, and narrative data for reports and presentations.

**Job Description:** Vice Chancellor for Human Resources & Employee Relations

- Contribute to the District strategic planning process and the accreditation process. Report on staffing, succession planning, and personnel transitions.
- Direct and oversee the administration of the Employee Benefits and the Risk Management programs.

**Employment**

- Direct the recruitment, selection, orientation and retention of District personnel; monitor procedures and practices for compliance with established hiring policies and affirmative action guidelines; coordinate and approve processes and materials.
- Provide leadership to human resource operations, including the employment, promotion, transfer, termination, and reduction-in-force processes for District personnel.
- Provide promotion, direction, implementation, and coordination of District diversity efforts, including compliance with equal opportunity and Title V regulations. Respond to employee-related litigation, discrimination, and sexual harassment complaints.
- Develop, execute, and monitor administrative employment contracts for all District management positions prior to a management hiring.

**Employee and Labor Relations**

- Serve as Chief Negotiator representing the District in developing and negotiating Collective Bargaining Agreements for academic and classified bargaining units, and overseeing and facilitating the implementation of the Agreements. Confer with the Governing Board and senior management regarding analyses, costs, pending changes, and legal compliance.
- Oversee the District's grievance process. Mediate and conciliate employee grievances, represent the District in grievance hearings, direct disciplinary actions, and intervene in supervisor/employee relations' problems.
- Coordinate exit interview process. Develop a plan and manage efficient data accumulation of exit survey information, and analyze information gathered from employees who have exited the District.

**Performance Management and Professional Development**

- Develop and implement policies and procedures for the annual employee evaluation process, including establishing a tracking system appropriate for Governing Board review. Exercise oversight responsibility of the employee performance process, ensuring that professional and objective evaluations are completed annually on schedule, and assisting supervisors and managers in the effective preparation and execution of annual evaluations with their subordinates.

**Job Description:** Vice Chancellor for Human Resources & Employee Relations

- Provide oversight of the faculty evaluation process in coordination with the Vice Chancellor of Educational Services, including monitoring the effectiveness of Student Evaluation of Instructor. Maintain a copy of the faculty evaluation in the employees' personnel file.
- Create and implement human resource work plans and performance standards. Assign, evaluate, and provide development opportunities to HR staff, establish standards of performance and methods of operation, assign and monitor workloads and projects.
- Assist in the creation of professional development training activities for all levels of staff within the District. Assist the District in implementing organizational change strategies to promote new programs, operations, and initiatives. Provide leadership and participate in shared governance committees.

**Classification and Compensation**

- Develop, implement, and maintain complex classification systems and competitive compensation plans for all employee groups that are fiscally sound, and that substantially recognize employee contributions to the District. Provide oversight and direction of comprehensive salary surveys. Analyze information, render reports, and make recommendations.
- Exercise oversight in the development of position descriptions, including staffing design and position control, desk audits, and reclassification procedures. Ensure that District-wide hires, reclassifications, and new positions conform to comparable internal and external duties and qualifications.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

- Combination of experience and education equivalent to:
  - Master's degree from an accredited college or university in human resources, public administration, business administration or related field; plus five years of increasingly responsible experience in HR administration, benefits, and risk management, preferably in a higher education institution;
  - OR
  - Bachelor's degree from an accredited college or university in human resources, public administration, business administration, or related field; plus ten years of increasingly responsible experience in HR administration, benefits, and risk management, preferably in a public service agency or higher education institution.
- Demonstrated skill in respectful and sensitive communication with people at various levels within an organization who are diverse in their cultures, language groups, ethnicities and abilities.
- Current experience in a majority of the Human Resources core competencies (employment policies, procedures and current statutes; budgeting; position classification; recruitment/selection

**Job Description:** Vice Chancellor for Human Resources & Employee Relations

procedures; collective bargaining; fringe benefits management; Equal Employment Opportunity policies and procedures; employee training; performance evaluation; employee reward and disciplinary procedures; complaint investigation, resolution and reporting.)

- Recent experience in the use and promotion of computer technology to implement efficient office processes; set up and maintain a variety of confidential and other data; and to produce correspondence, spreadsheets; statistical, financial, and narrative reports; and presentations. PeopleSoft HRIS experience highly preferred.
- Experience as Labor Negotiator with large, well-established bargaining unions. Training and/or experience in interest-based (or similar alternative system) bargaining principles and implementation.
- Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Access, and PowerPoint), personal computers, and other standard office equipment).
- Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.
- Five (5) five years of successful full-time experience in administrative or management positions in education, business, industry, or government.
- Demonstrated ability to conduct high-level research and analysis and communicate the results effectively in writing and orally, and make professional-level presentations.
- Demonstrated ability to interact effectively and efficiently with other members of the administrative team, staff, faculty, students and the community.
- Knowledge of Education Code, Federal and State Laws, and current practices appropriate to this role.
- Commitment to participatory governance.

**DESIRABLE QUALIFICATIONS**

- Knowledge, interpretation, and application of bargaining unit memorandums of understanding (MOU), Education Code, Government Code, Title 5, Title IX, ADA, COBRA, FMLA, FLSA, HIPAA, EEOC, and the Civil Rights Act
- Knowledge of organizational development, strategies, and processes
- Knowledge of higher education human resource management, preferably in a multi-college district in California
- Skilled in applying human resources and management principles
- Ability to communicate effectively orally, including public speaking; and in written communication, including composition and preparation of complex reports
- Ability to analyze situations accurately and adopt an effective course of action, meeting required schedules and timelines

**Job Description:** Vice Chancellor for Human Resources & Employee Relations

- Ability to establish and maintain cooperative working relationships with faculty, staff, students and others contacted in the performance of duties

**TYPICAL DUTIES**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

**PHYSICAL ABILITIES**

Requires the ability to function in an office environment performing work of primarily a sedentary nature with some requirement to move about the District and the community. Requires the ability to use hearing and speech to make presentations to groups and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

*Revised: September 6, 2019*





## **PERALTA COMMUNITY COLLEGE DISTRICT**

### **ACADEMIC MANAGEMENT JOB DESCRIPTION**

#### **Associate Vice Chancellor for Student Success**

##### **(Executive Salary Range)**

#### **CLASS PURPOSE**

The Associate Vice Chancellor for Student Services ensures that services to students are ample, adequate, and excellent and meets the demands of a diverse student body. The Associate Vice Chancellor provides district-wide leadership and support to the four Peralta District Community Colleges in service areas that can benefit from multi-campus approaches while supporting each campus's unique needs. In collaboration with Vice Presidents for Student Services, Deans, and Staff these areas including but not limited to: Financial Aid; Admissions and Records, transcript evaluation; enrollment management; admissions; FERPA; ADA policy and regulations tuition waivers and residency; student life, student conduct, student employment, clinical and mental services; technology and special programs, and more. The Associate Vice Chancellor serves as a resident expert on state and federal legislations and regulations and updates various personnel on the changes and ensures they are entered into our practices, policies and procedures.

#### **DUTIES AND RESPONSIBILITIES**

Any one position may not include all of the duties listed, nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provide leadership in the areas of Student Services including but not limited to: Financial Aid; Admissions and Records, transcript evaluation; enrollment management; admissions; FERPA; ADA policy and regulations; Consumer information related to Title IV, tuition waivers and residency; student life, student conduct, student employment, clinical and mental services; technology and special programs.
- Serve as Chief of Student Records for the District, oversees and supervises all student enrollment and Admissions & Records issues that include: Record Corrections, Grade Rosters, and Student Support and Success Programs.
- Represent the Vice Chancellor for Academic Services and Student Success for the student services function of the district, as well as serves as Chancellor's designated person for student complaints and grievances.

## **Job Description: Vice Chancellor for Academic Affairs & Student Success**

- Serve as the District Chief Student Support Services Officer on a variety of district-wide councils, commissions, and committees to address Student Access, Equity, and Success issues.
- Serve as the District Chief Student Services Officer on a variety of statewide, regional, and national councils and commissions and coordinates with college Vice Presidents of Student Services related to Student Access, Equity and Success matters.
- Administer compliance with all student services laws, and regulations including EdCode, Title5, Board Policies and Administrative Procedures including: financial aid, international and out-of-state students (residency), concurrent-enrollment, student conduct and grievances, health services, SSSP, Student Equity, Title IX, and others.
- Supervise and oversee District Financial Aid budget, services, policies and procedures.
- Supervise and oversee District Admissions and Records budget, services, policies and procedures.
- Supervise and manage the process, procedure, and quality assurance for enrollment services including prerequisites, assessment, and electronic student educational plans.
- Collaborate with District IT to maintain and update PeopleSoft functionalities related to Student Services.
- Supervise the Peralta Health Services and liaison between PCCD, Alameda County Health Services and community agencies.
- Supervise and manages matters related to Student Trustee(s) including the annual election.
- Serve as the Districtwide appeal officer on Student Judicial Affairs.
- Supervises AC Transit program for the District, works with AC Transit managers, and monitors Contract between PCCD and AC Transit.
- Works closely with Vice Presidents and Deans of Student Services in regards to student issues and support services.
- Serve on Chancellor's Cabinet to address student services issues with College Presidents and District Administrators.
- Work with college administration to promote a student-oriented culture that ensures access, sustains educational excellence, fosters student development, and supports high levels of student achievement, including an excellent new students' orientation system.
- Convenes and supports ad-hoc and standing system wide task forces and committees to address areas of opportunity and concern.

## **Job Description: Vice Chancellor for Academic Affairs & Student Success**

- Collaborate with IT leadership in implementing PeopleSoft and other technologies as they relate to Student Services functions.
- Chair the Counseling Functionality Team.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Background in higher education instructional services, including course/program development, instructional planning, and curriculum review and approval processes.
- Experience in coordinating instructional planning and support to assure compliance with local and state regulations.
- Experience in coordinating the development and implementation of information technology applications that support curriculum, instructional services and enrollment management initiatives.
- Understanding of curricular and instructional issues encountered by faculty and administrators.
- Experience in developing and delivering distributed learning.
- Background in developing grant initiatives and other activities related to workforce training and economic development within the region.
- Experience in seeking resources to support and develop international education activities related to globalizing the curriculum, articulation, and staff development.
- Experience in developing collaborative activities related to instruction, articulation, and program development and partnerships with K-12 schools, other community colleges, universities, and the community.
- Familiarity with Student Development theories and practices.
- Knowledge of, and experience with, best practices in maximizing access to higher education and increasing student success.
- Knowledge of State mandated initiatives and the impact upon student services.
- Ability to collaborate and maintain strong positive working relationships with both internal and external constituents resulting in planned outcomes.
- Ability to communicate effectively both orally and in writing with a wide range of constituents from students and faculty to regents and legislators.
- Ability to analyze complex situations, develop solutions, present them for consideration by disparate stakeholders, and successfully implement a solution.
- Knowledge of emergent trends in enrollment management and higher education student affairs.

## **Job Description: Vice Chancellor for Academic Affairs & Student Success**

### **MINIMUM QUALIFICATIONS**

- Possession of a Master's Degree from an accredited college or university in a discipline represented within the Peralta Community College District curriculum, and five years of successful full-time experience in administrative or management positions in education, business, industry, or government.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of Peralta Colleges' students, faculty, staff, and community.
- Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
- Demonstrated ability to conduct high-level research and analysis and communicate the results effectively in writing and orally, and make professional-level presentations.
- Demonstrated ability to interact effectively and efficiently with other members of the administrative team, staff, faculty, students and the community.
- Demonstrated commitment to educational equity, multiculturalism, and successful student outcomes, preferably at the community college level.
- Knowledge of Education Code, Federal and State Laws, and current practices appropriate to institutional development.
- Commitment to participatory governance.

### **DESIRABLE QUALIFICATIONS**

- Possess a doctorate from an accredited college or university.
- Increasingly responsible senior leadership experience in higher education administration.
- Demonstrated experience in community involvement and institutional advocacy, including resource development.
- College faculty experience in a classroom or non-classroom capacity.
- Broad understanding of higher education issues pertaining to community colleges, and comprehensive, baccalaureate, and research universities, as well as K-12.

### **ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

### **PHYSICAL REQUIREMENTS**

The position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting and stooping in the performance of daily activities. Also, the position requires grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written

**Job Description: Vice Chancellor for Academic Affairs & Student Success**

reports and work-related documents, and acute hearing is required when providing phone and personal service.

These requirements are governed by statutes covering reasonable accommodation for persons with qualified disabilities.

**OTHER REQUIREMENTS**

Ability to work and cooperate with faculty, students, managers, the public and employees at all levels in order to exchange ideas, information and opinions.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills as needed. It is not intended to serve as a complete list of job duties, responsibilities and/or essential functions.

*Revised: September 6, 2019*



## **PERALTA COMMUNITY COLLEGE DISTRICT**

### **ACADEMIC MANAGEMENT JOB DESCRIPTION**

#### **Chief of Staff/Special Assistant to the Chancellor**

**(Executive Salary Range)**

#### **CLASS PURPOSE**

The Chief of Staff/Special Assistant to the Chancellor reports to the Chancellor and handles a wide range of matters of institutional importance on behalf of the Chancellor, including management of staff, budgets, administration, policies, and procedures. Provides coordination and oversight in the development of defined core initiatives for the Peralta Community College District. Serves as the Chancellor's primary strategic liaison with State Chancellor's Office. Manages the Board agenda development process and review Board agenda items for Chancellor's approval. Performs other duties as assigned by the Chancellor. May serve as the Acting Chancellor in the absence of the Chancellor.

- Serves as principal management support to the Chancellor in handling a range of faculty, staff, student, and public affairs issues; directly handles matters of institutional importance on behalf of the Chancellor, as appropriate.
- Coordinates special audits for all areas related to fiscal and business affairs.
- Coordinates and integrates the activities of the Chancellor's Cabinet in the development and implementation of established core initiatives for the Office of the Chancellor.
- Supports the Chancellor in recommending, designing, establishing, and maintaining an effective organizational structure and staffing to accomplish the organization's goals and objectives.
- Provides integrated policy analysis and strategic consultation to the Chancellor and senior administration on major issues affecting the District.
- Supports the Chancellor in her/his oversight and direction to various District functions.
- Facilitates the implementation of approved strategic initiatives.
- Designs and implements action plans to achieve operational goals, objectives and policies and procedures of the District. Works closely with all of the Chancellor's Cabinet and senior management to ensure effective delivery of services.
- Oversees all facets of the daily operations of the organizational unit, and develops findings and makes recommendations to the Chancellor to ensure compliance with all relevant laws, regulations, policies, and operating agreements.
- Coordinates information with the Office of General Counsel regarding District-related legal and compliance issues.

**Job Description:** Chief of Staff/Special Assistant to the Chancellor

- Coordinates District-wide special projects on behalf of the Chancellor, utilizing honesty, integrity, and good judgment to foster beneficial and innovative change within the District.
- Provides leadership in the collaboration of staff to facilitate planning sessions that will identify critical issues and problems; suggests and recommends options; develops consensus on appropriate alternatives; and works with staff to implement approved recommendations.
- Provides administrative leadership by working collaboratively with the Chancellor, administrators, faculty, staff, and the Peralta Student Council to determine future priorities and administrative strategic directions.
- Makes calm, complex decisions in a rapidly changing environment, utilizing information that may be limited or ambiguous.
- Advises the Chancellor and senior management on effective ways to position the District with civic and business leadership, alumni, and regional elected representatives on issues that have a direct, strategic impact on the core initiatives.
- Actively engages in conflict resolution with the ability to foster positive, constructive outcomes.
- Participates with the Chancellor and other District leaders in institutional planning, policy development, and problem resolution.
- Works closely with governing Board members to handle inquiries and other obligations.
- Provides leadership for Board agenda development and Board development.
- Represents the Chancellor at college events and external events.
- Establishes, maintains, and evaluates the quality of services to employees and students.
- Resolves students and general population's complaints and requests.
- Serves as Chairperson for various District committees.
- Facilitates the District's strategic long-term plans and action strategies for the District and colleges; establishes a district-wide strategic plan using the shared-governance consultation process that addresses the major issues facing the district.
- Supports the Chancellor in leading the Chancellor's Cabinet, facilitates meetings, and provides appropriate follow-through.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to represent the District on appropriate District, college, State, and other committees in areas of responsibility.
- Ability to foster a sense of teamwork among colleagues, subordinates, and superiors.
- Ability to work effectively and demonstrate current knowledge of computers and specialized technology utilized in accounting, data analysis, and strategic planning.

**Job Description:** Chief of Staff/Special Assistant to the Chancellor

- Ability to lead and manage employees from a diverse background, levels of expertise, and perspectives.
- Knowledge of the role of community colleges in economic development.

**MINIMUM QUALIFICATIONS**

- Master's degree from an accredited college/university in Public Administration, Business Administration, Finance or a closely related field.
- Five (5) five years of successful full-time experience in administrative or management positions in education, business, industry, or government, including working with a governing board.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of Peralta Colleges' students, faculty, staff, and community.
- Experience handling media relations and inquiries for an organization.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of Peralta Colleges' students, faculty, staff, and community.
- Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
- Demonstrated ability to conduct high-level research and analysis and communicate the results effectively in writing and orally, and make professional-level presentations.
- Demonstrated ability to interact effectively and efficiently with other members of the administrative team, staff, faculty, students and the community.
- Demonstrated commitment to educational equity, multiculturalism, and successful student outcomes, preferably at the community college level.
- Knowledge of Education Code, Federal and State Laws, and current practices appropriate to institutional development.
- Commitment to participatory governance.

**DESIRABLE QUALIFICATIONS**

- Progressively responsible and relevant management experience in a California community college environment.
- Knowledge of current higher education/community college issues and policy implications.

**TYPICAL DUTIES**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to



**Job Description:** Chief of Staff/Special Assistant to the Chancellor

perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

## **PHYSICAL ABILITIES**

Requires the ability to function in an office environment performing work of primarily a sedentary nature with some requirement to move about the District and the community. Requires the ability to use hearing and speech to make presentations to groups and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

*Revised: September 6, 2019*



## **PERALTA COMMUNITY COLLEGE DISTRICT**

### **CLASSIFIED MANAGEMENT JOB DESCRIPTION**

#### **Chief Technology Officer**

#### **(Executive Salary Range)**

#### **CLASS PURPOSE**

The Chief Technology Officer (CTO) is responsible for the organization and management of the information technology services and operations of the District. The Chief Technology Officer is charged with the satisfactory implementation of Board Policy and District procedures as applicable to the position. The incumbent is expected to participate in the formation of District policies and procedures by making appropriate recommendations for improvement and/or additions that enhance the efficiency and effectiveness of the district information technology services and operations to support the mission of the District.

The Chief Technology Officer is responsible for providing a vision and leadership for the integration of information technology services consistent with the District's overall mission and program needs. The incumbent will provide leadership for instructional technology, administrative computing, desktop support, user training, web support, and communications technology. They will work collaboratively with District constituent groups in setting priorities for the deployment of information technology to carry out the instructional and administrative goals and objectives of the District. Responsibilities also include representing the District in state, regional, and vendor information forums; keeping abreast of information technology developments and their appropriate applications within the District; and planning and implementing campus information technology infrastructure upgrades. This position reports to the Chancellor and is a member of the Chancellor's Cabinet.

#### **EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed, nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provide leadership for technology-related initiatives and services that support student learning, faculty teaching, scholarship, and administrative processes, including the development, administration and management of technology systems for student registration, student records, attendance accounting, grade reporting and transcript histories consistent with Board Policies, District procedures, and State and Federal regulations.

## **Job Description: Chief Technology Officer**

- Ensure that implementation of technology will occur in an integrated manner designed for the benefit of both academic and administrative purposes.
- Provides technical advice and guidance on the design, installation, modification, and operation of college-based information systems, academic and communication projects and equipment.
- Collaborates with faculty and staff in efforts to improve teaching, learning and service to students through technology.
- Provide leadership for and share information about intermediate and long-range technology trends that impact on instructional, student support and administrative services in the district and recommend infrastructure adjustments congruent with those trends to meet user needs.
- Facilitate and assist in coordinating district-wide technology aspects and requirements of smart classrooms implementation projects.
- Provide leadership in the selection, design, implementation and integration of information systems throughout the District.
- Facilitate communication regarding technology issues throughout the campuses and District.
- Develop and disseminate policies, standards, and procedures related to information technology.
- Coordinate the activities (serves as Chairperson) of the District's technology advisory groups, and assist them in the creation, implementation, evaluation and periodic updating of the District's Strategic Technology Plan.
- Provide leadership in the development and support of distance education technologies throughout the District; facilitate cooperative planning and implementation of distance education initiatives between the institutions.
- Supervise and appropriately assign district-level IT staff.
- Function as a liaison between the District and the College user community to coordinate voice-video-data services on the District's Wide Area Network/Local Area Networks with particular attention to matters related to district-wide services including the coordination of LAN/WAN and Internet operational issues:
- Prepare state reports on district technology
- Oversees and leads implementation of the college's strategic plan for technology, including improvement of instruction and services via appropriate staffing, training, and hardware & software acquisitions, leasing, and equipment repair.
- Represent the Chancellor at state and national meetings dealing with technology issues.
- Serve on state and regional technology committees.
- Provide regular status reports to the Board of Trustees and the District and College communities concerning Enterprise Information Technology implementation, policies and operations.
- Meet regularly with the college administrators responsible for Technology at their sites and provide advice and counsel relative to technology issues.
- Perform other duties as assigned.

## **Job Description: Chief Technology Officer**

### **MINIMUM QUALIFICATIONS**

1. Possession of a Master's Degree from an accredited college or university.
2. Five (5) years increasingly responsible experience in a leadership position related to higher education information technology services and extensive network systems.
3. Demonstrated increasingly responsible project management experience with supervision of multiple teams.
4. Knowledge of:
  - Project management and organizational skills:
    - Ability to develop and maintain effective strategies for information systems and services
    - Ability to monitor major projects with broad institutional impact
    - Ability in major software and hardware systems procurement
    - Ability to develop and manage departmental budgets
    - Ability to work independently without close supervision
  - Communication skills:
    - Ability to communicate clearly, both orally and in writing
    - Ability to address technical issues in non-technical terms
    - Ability to develop and make comprehensible presentations to a diverse audience
  - Technical abilities:
    - Knowledge of data-processing applications, methods and standards
    - General knowledge of methods of modern information systems design
    - Knowledge of educational administrative software systems (Oracle/PeopleSoft preferred)
    - Knowledge of modern computer hardware and software, including cloud-based services and their delivery
    - Knowledge of modern data communications network systems and VOIP
    - Knowledge of instructional technology delivery systems
  - Management and social skills:
    - Ability to establish effective working relationships at all levels of the institution
    - Ability to delegate responsibility and ensure accountability for performance standards and adherence to schedules and deadlines
    - Ability to inspire strong performance among colleagues and subordinates
5. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, differently disabled, and ethnic backgrounds of community college students.

## **Job Description: Chief Technology Officer**

### **DESIRABLE QUALIFICATIONS**

- Prior experience in higher education management that has included curriculum and student support program development.
- Degree in Computer Science, Information Technology, Business Administration or a related field.
- Thorough knowledge of academic institutions and best practices in technology in peer institutions.
- Working knowledge of the State and Federal codes, statutes and regulations that govern California community college instructional and student learning programs, including those relevant to the role of the Academic Senate in issues of participatory governance.
- Administrative and leadership experience with Enterprise Resource Planning (ERP) applications software, (e.g., Oracle/PeopleSoft Human Resources, Financials, & Student Administration systems) or related systems.
- Higher education experience, preferably in a California community college.
- Strong ability to work in a team with excellent customer service attitude and good verbal and written communication skills.
- Demonstrated successful experience in problem solving and analytical skills using complex enterprise systems.
- Demonstrated successful experience in resolving complex user problems.
- Experience managing large projects.
- Experience in managing employees covered by union contract.
- Experience with mainframe and web-based technology.

### **ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

### **PHYSICAL REQUIREMENTS**

The position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting and stooping in the performance of daily activities. Also, the position requires grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents, and acute hearing is required when providing phone and personal service.

These requirements are governed by statutes covering reasonable accommodation for persons with qualified disabilities.

**Job Description: Chief Technology Officer**

**OTHER REQUIREMENTS**

Ability to work and cooperate with faculty, students, managers, the public and employees at all levels in order to exchange ideas, information and opinions.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills as needed. It is not intended to serve as a complete list of job duties, responsibilities and/or essential functions.

*Revised: September 6, 2019*



## **PERALTA COMMUNITY COLLEGE DISTRICT**

### **ACADEMIC MANAGEMENT JOB DESCRIPTION**

#### **Chief Marketing & Communications Officer**

**(Executive Salary Range)**

#### **CLASS PURPOSE**

Reporting to the Office of the Chancellor, the Chief Marketing & Communications Officer (CMO) is responsible for the District's marketing and communications operations and outcomes, integrating the various functions of advertising, public information, media relations, internal communications and digital content development.

#### **DUTIES AND RESPONSIBILITIES**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Establishes and develops, developing marketing, public relations and strategic communications campaigns for the District as a whole, including but not limited to Fine Arts performances, vocational programs, athletic activities, other special events
- Collaborate with the Chancellor's cabinet and management related to student recruitment and retention.
- May act as an official spokesperson and primary media contact
- Reviews and approves all college advertising and publicity.
- Supervises the publication of schedules, catalogs, brochures, web sites, television and radio ads.
- Develops internal and external communications, including but not limited to direct mail, email marketing, newsletters and digital content.
- Coordinates district-wide promotional activities.
- Executes a wide range of other duties appropriate for the public awareness and institutional development of the colleges.
- Performs duties as assigned.

## **MINIMUM QUALIFICATIONS**

- Minimum five years professional of marketing, communications and public relations work experience, including management of a professional writing/design staff and of a comprehensive communication program involving publications, media relations, advertising, and public relations.
- Photography, word processing and/or desktop publishing experience.
- Professional writing and editing experience and extensive work with others, such as photographer, graphic designers and printers, including managing projects from concept to final production and distribution.
- Bachelor's Degree with a major in public relations, journalism, marketing or related communications field, or the equivalent.
- Demonstrated skill in respectful and sensitive communication with people at various levels within an organization who are diverse in their cultures, language groups, ethnicities and abilities.
- Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Access, and PowerPoint), personal computers, and other standard office equipment).
- Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.
- Demonstrated ability to conduct high-level research and analysis and communicate the results effectively in writing and orally, and make professional-level presentations.
- Demonstrated ability to interact effectively and efficiently with other members of the administrative team, staff, faculty, students and the community.
- Commitment to participatory governance.

## **DESIRABLE QUALIFICATIONS**

- Experience in marketing and
- Knowledge of organizational development, strategies, and processes
- Knowledge of higher education human resource management, preferably in a multi-college district in California
- Skilled in applying human resources and management principles
- Ability to communicate effectively orally, including public speaking; and in written communication, including composition and preparation of complex reports
- Ability to analyze situations accurately and adopt an effective course of action, meeting required schedules and timelines



**Job Description:** Vice Chancellor for Human Resources & Employee Relations

- Ability to establish and maintain cooperative working relationships with faculty, staff, students and others contacted in the performance of duties

**TYPICAL DUTIES**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

**PHYSICAL ABILITIES**

Requires the ability to function in an office environment performing work of primarily a sedentary nature with some requirement to move about the District and the community. Requires the ability to use hearing and speech to make presentations to groups and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

*Revised: September 6, 2019*



## **PERALTA COMMUNITY COLLEGE DISTRICT**

### **CLASSIFIED MANAGEMENT JOB DESCRIPTION**

#### **Internal Auditor**

#### **(Management Salary Range 2)**

#### **CLASS PURPOSE**

The Internal Auditor reports to the Office of the Chancellor and guides the District to greater accountability and efficiency through internal monitoring and oversight of operations as a byproduct of both financial and performance auditing. The duties of the Internal Auditor shall be those directly related to the operation of the Internal Audit function and include but are not limited to establishing and maintaining a whistleblower program.

#### **DUTIES AND RESPONSIBILITIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plans and directs the district-wide internal audit program; conducts internal audits; examines financial aid records, procedures, operational and accounting systems of the District and college organization units to determine compliance with District policies and government regulations; conducts special audits and studies requested by management or the Board.
- Establishes policies for the auditing activity and directs its technical and administrative functions; maintains audit procedure manuals.
- Develops and executes a comprehensive audit program to evaluate management controls over all financial activities.
- Assists in the development of District policy and procedures related to Finance and Accounting.
- Trains administrators and staff on policy and procedures related to Finance and Accounting; reviews implementation of policies and procedures.
- Examines and reports on the effectiveness of management in safeguarding assets and compliance with established policies and procedures. Prepares written reports of findings and recommends improvements.
- Reviews all reports of examination and related working papers before distribution.
- Transmits copies of reports of internal audits and other pertinent information to the Vice Chancellor for Finance and the Chancellor.

**Job Description:** Internal Auditor

- Prepares and makes presentations for Budget and Audit Committee and other Board standing committees.
- Determines compliance with recommendations of independent auditors and auditors from other Federal, State and local agencies. Provides technical assistance to management and staff.
- Assists outside auditors in their annual audit of the District's financial statements.
- Designs and/or performs special examinations or investigations as appropriate.
- Prepares annual audit schedule of the Internal Audit Department.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Possession of a Bachelor's degree from an accredited college or university in accounting, business, finance, public administration or a related field, including at least 16 semester units of professional accounting courses (including business ethics) or an equivalent combination of training and experience which indicates possession of the knowledge and skills required.
2. Three years of advanced or supervisory professional auditing experience.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
4. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.
5. Knowledge of U.S. Government Accountability Office auditing standards.

**DESIRABLE QUALIFICATIONS**

- Possession of an MBA degree from an accredited college or university.
- Possession of a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) certification.
- Familiarity with procedures involved in the auditing of automated accounting systems.
- Knowledge of and experience in government sector performance auditing.

**ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

**PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to

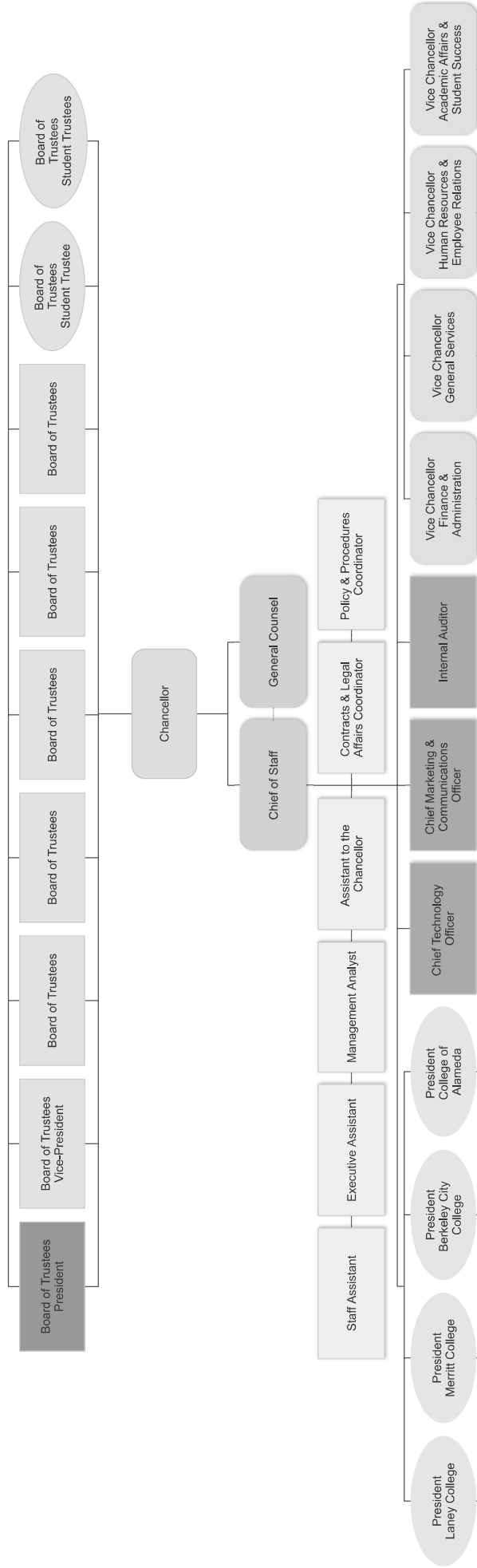
**Job Description:** Internal Auditor

enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

*Revised: September 6, 2019*

# Peralta Community College District

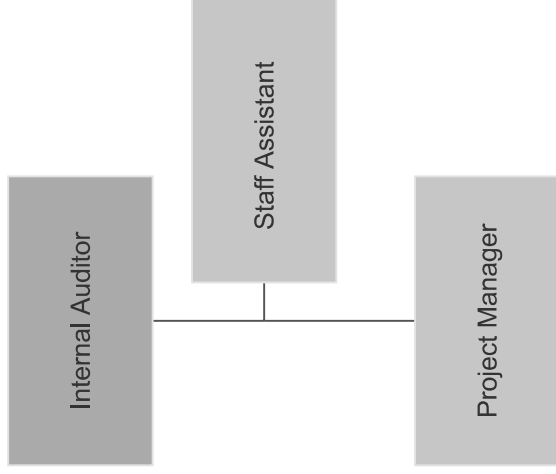


Blue & Green = Cabinet / Executive Management

Orange = Cabinet / Senior Management

Yellow = Confidential

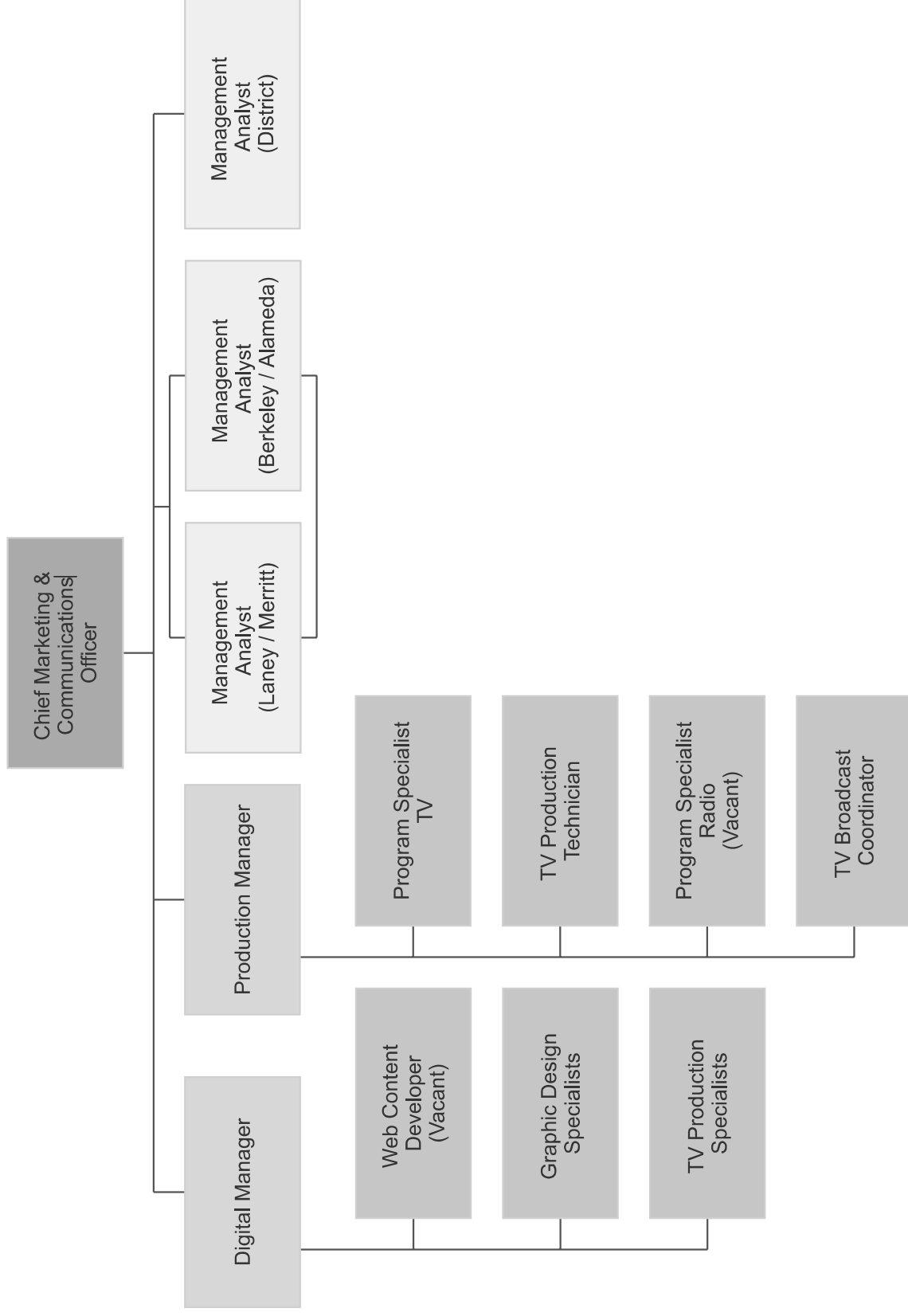
# Office of Internal Auditor



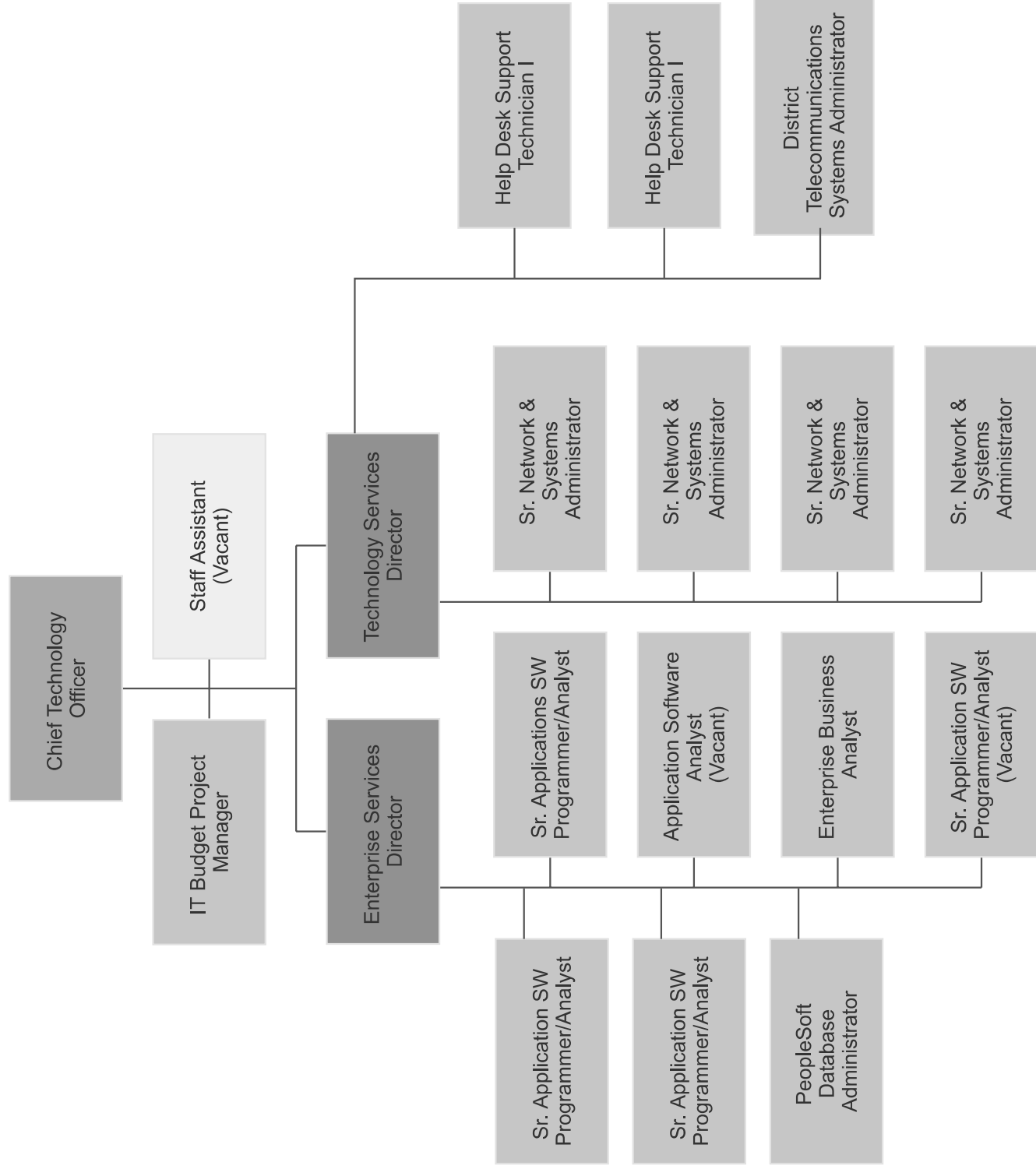
Orange = Cabinet / Senior Management

Purple = Represented Classified

# Office of Marketing & Communications

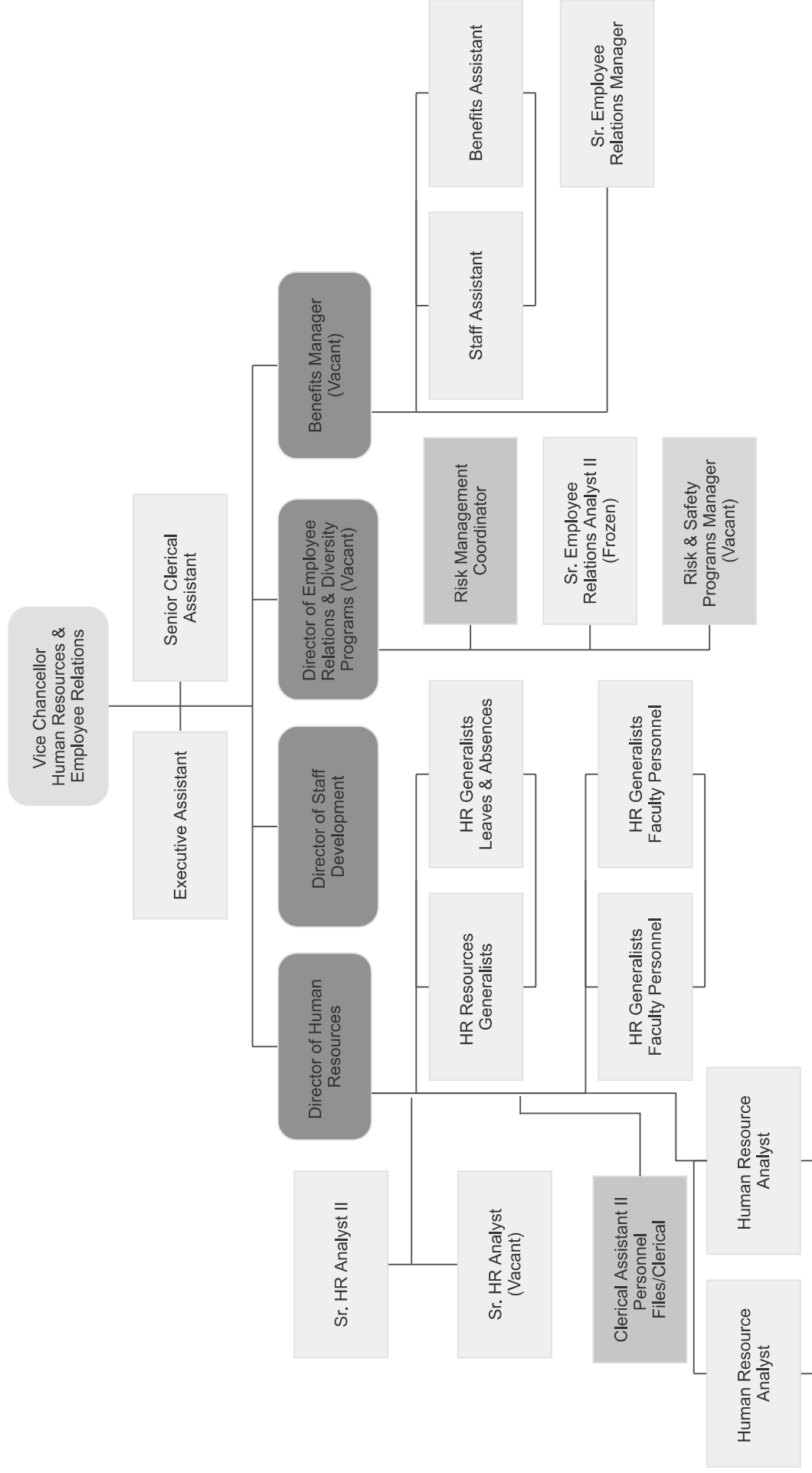


# Office of Information Technology





# Human Resources & Employee Relations Division

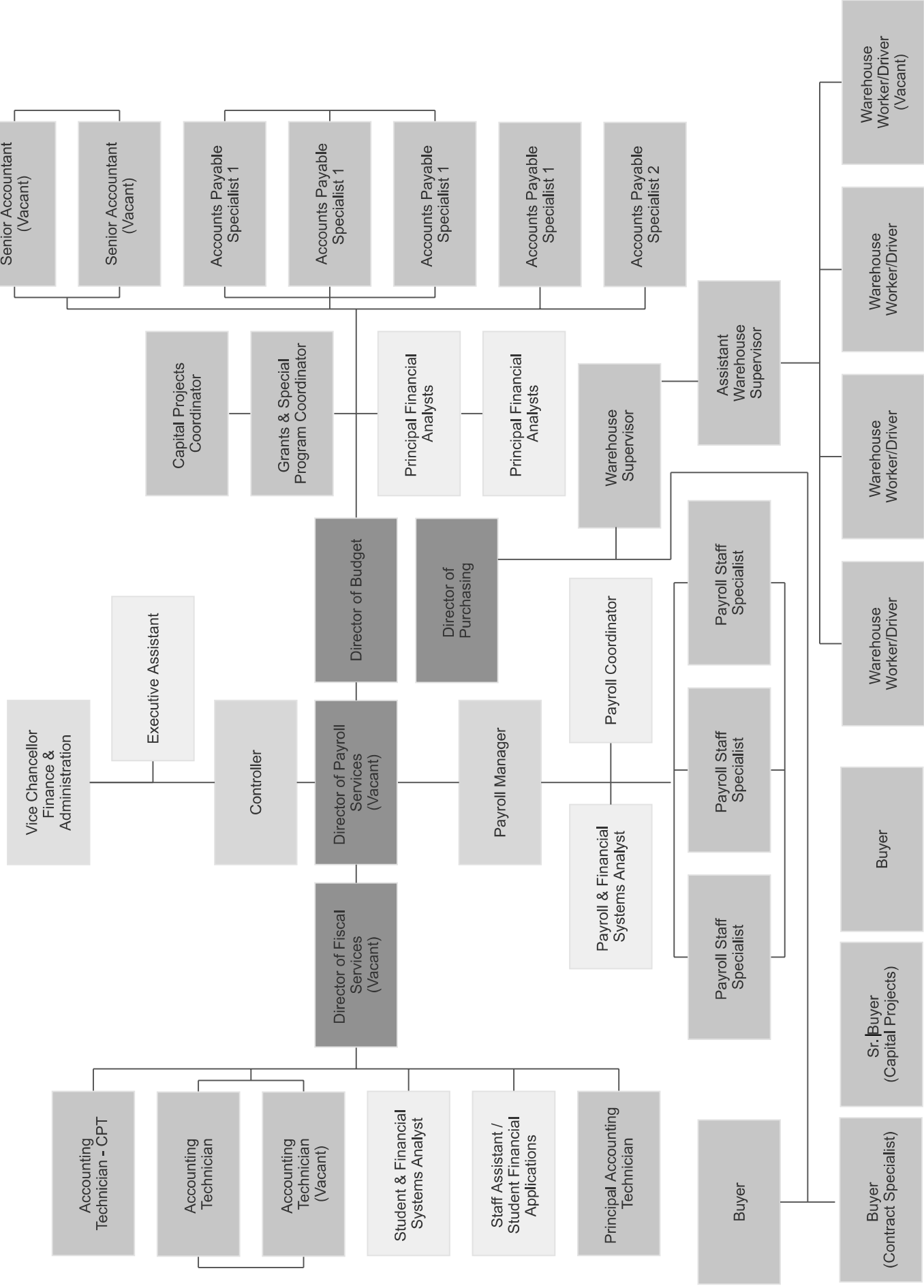


Blue & Orange = Management

Yellow = Confidential

Purple = Represented Classified

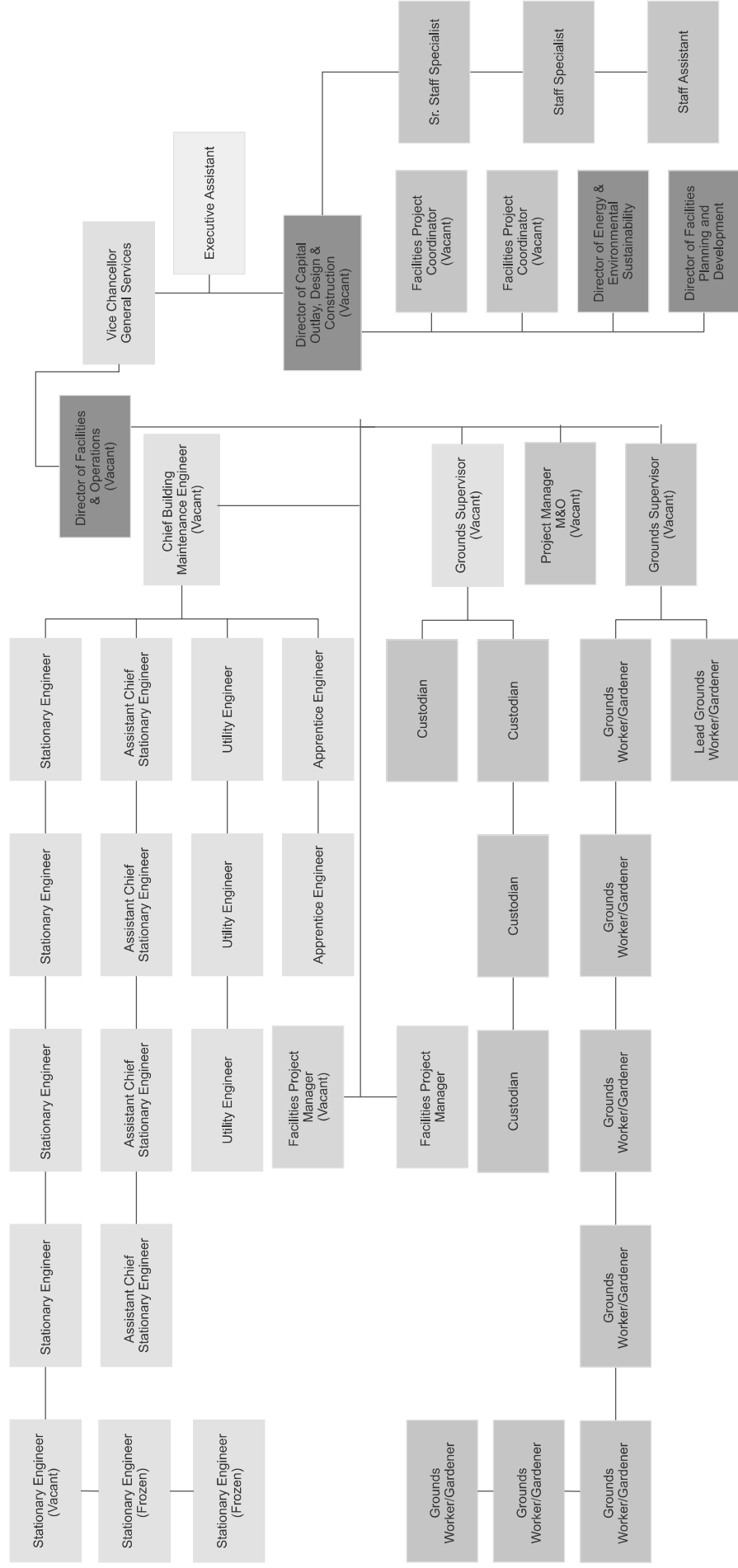
# Finance & Administration Division



Purple = Classified Represented

Orange & Blue = Management

# General Services Division

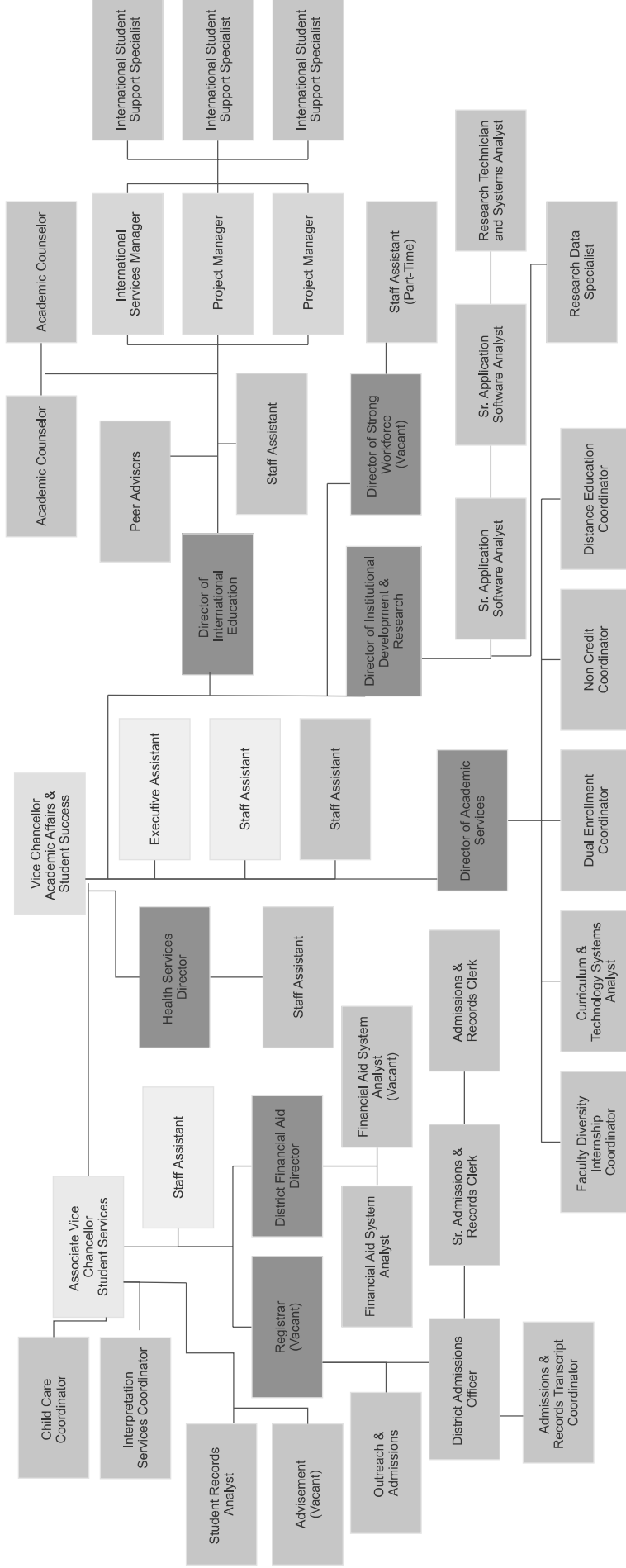


Yellow = Classified

Blue (Dark) & Orange = Management

Blue (Light) & Purple & Pink = Represented Classified

# Academic Affairs & Student Success Division



Green = Cabinet

Blue & Orange = Management

Purple = Classified Represented

Yellow = Confidential