This is a categorically funded professional expert position subject to annual renewal for the duration of the grant.

POSITION DESCRIPTION
Under the direction of the Vice President, Administrative Services, oversees and provides strategic direction to the implementation of the Center of Excellence (COE) activities for Region 9 (Desert/Inland Empire Region). The COE is a funded project within the Doing What Matters Initiative of the California Community Colleges Economic and Workforce Development Program (http://www.coeccc.net).

RESPONSIBILITIES
The responsibilities of the position include: development and implementation of the work plan objectives; management of workforce research studies, conducting comprehensive labor market gap analysis studies on emerging and priority sectors in the region, technical assistance to the regional consortia of community colleges; industry partnership development; monitoring and managing grant budgets; contract management; oversight for grant compliance; and generation of reports and grant proposals, and as follows:

- In partnership and coordination with other regional COE Directors across the state, oversees the planning, implementation, and compliance with work plan objectives and activities of the grants received by the COE at Chaffey College.
- Oversees and provides strategic direction to the daily operations of the Region 9 COE and serves as the primary liaison with the Desert/Inland Empire community colleges.
- Supports regional community colleges’ decision-making by providing them with up-to-date customized labor market data, including GIS analyses.
- Manages and coordinates the development of comprehensive gap analysis studies on emerging and/or priority sectors and occupations, from research scoping to data collection and analysis.
- Develops strategic business and industry partnerships on regional and statewide levels to support local college responsiveness to emerging industry and workforce needs.
- Disseminates reports and studies to the California Community Colleges in the Desert/Inland Empire region as well as employers, economic development organizations, and workforce partners, through presentations, webinars, newsletters and other communication channels.
- Increases employer awareness of the business and industry programs and services available at community colleges through research partnerships, employer surveys, and presentations.
- Provides technical assistance to community colleges, including the selection of the regional priority sectors and regional strategic planning to address regional employer needs.
- Identifies partnership and funding opportunities, secures research related contracts, and participates in partner projects.
- Ensures successful implementation of the contract based projects, from scoping of the research to the final product.
- Directs support staff of the regional COE and coordinates their activities and schedules.
- Collaborates with other COE Directors on projects and resources.
- Serves as the COE representative to the statewide and regional meetings and participates in the Initiative-level marketing campaign.
- Manages outside contractors, data subscription and software providers, and services associated with the COE as appropriate.
- Prepares financial and narrative reports, grant proposals, grant renewal documents and maintains accountability.
- Evaluates and manages budget transactions for compliance with the terms and conditions of the grants and seeks approvals for the necessary modifications to the work plan and grant objectives from the state Chancellor’s Office.
- Coordinates and manages program review and data collection in accordance with the terms and conditions of the grants and serves as the liaison with the outside evaluator.
- Serves as a member of college committees, as assigned.
- Performs related duties as assigned.

(over)
MINIMUM QUALIFICATIONS
• Bachelor’s Degree
• Three (3) years of relevant experience in the collection, analysis, interpretation and dissemination of labor market information
• Minimum of three (3) years demonstrable experience in all of the following:
  o The development and analysis of surveys, statistical studies, and other methods of projecting and validating local, regional and/or state labor market needs, trends and projections
  o Proper control and review of data for accuracy and reliability
  o Use of the available public and/or proprietary sources of labor market information to produce state-of-the-art labor market reports
  o The creation of professional reports disseminated through multiple channels
  o Providing information and analyses used in the improvement of Community College programs, offerings, strategies and decision-making
  o Working closely with college faculty, deans, administrators and leadership at community colleges and regional consortia

Knowledge of:
• Marketing
• Research methodologies
• Analysis and report writing
• Project management
• Fiscal reporting methods as used in California government agencies, schools, or college
• Computer programs such as spreadsheets, databases, and presentation software
• Planning, implementing, administering, evaluating and offering workforce training programs in a college environment

Ability to:
• Manage major projects breaking them down into: task definitions, task assignments, task completion measures and defining when task follow up is needed
• Create and maintain project budgets from overall financial plans through the use of computer based spreadsheets (MS Excel, M/ASS, MS Money or similar software)
• Prepare written reports and oral presentations
• Communicate effectively both orally and in writing
• Develop and maintain cooperative relationships with local and regional employers, agencies and governmental entities
• Supervise, train, and evaluate staff

MEETING THE MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

DESIRED QUALIFICATIONS
• Master’s Degree in business administration or management, public policy/public administration, economics, or a related field of study.
• Familiarity with compiling, analyzing and filtering data, translating the data to identify critical workforce needs and growing industries.

SPECIAL CONDITIONS
• Willingness to work flexible hours, including evening and weekends.
• Possess and maintain a valid and clear California Driver’s License and provide own transportation for travel to off-site meetings and conferences. Requirement of California Driver’s License may be waived provided that employee can demonstrate alternate means of transportation acceptable to the District to and from meetings.
• Must be able to pass a criminal investigation and reference/background check which includes receiving clearance from the Department of Justice and Federal Bureau of investigation (based on resident history outside California).

APPLICATION PROCESS
Applications must be completely filled out in detail and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Application package must include: District Application, Resume and Copy of Transcripts (Transcripts must indicate degree earned/conferred - photocopies or computer printouts are acceptable. Transcripts of all degrees applicable to meeting the minimum qualifications for this position must be included. Copies of diplomas/degrees are NOT acceptable in lieu of transcripts). Official sealed transcripts will be required upon hire.) Please do not include any other additional documents. District Applications can be found at the Chaffey College Human Resources website: http://www.chaffey.edu/humres/EmpApp_2013.pdf.

All application materials must be submitted:
• By mail/walk-in to Chaffey College, Human Resources, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002;
• By fax: (909) 652-6533. Please see Application Submittal section on our website for potential problems with faxing;
• By scanning to email: mary.wixson@chaffey.edu. Please note you can only submit via email if an application packet is not larger than 35 pages. PDF and Word docs are preferable; Zip files are not permissible.

CONDITIONS OF EMPLOYMENT
This is a 12-month per year, professional expert position. Continued employment is contingent upon funding and approval of the Chaffey College Governing Board. The annual salary is $94,000. Excellent Benefit Package.