

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

MENTOR PROGRAM ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, perform a variety of professional level administrative, programmatic, technical, and analytical duties in support of the state-wide Mentor Program; analyze relevant local, state, and national legislation related to the Early Care and Education (ECE) field; conduct data collection and analysis, design and produce complex tables, graphs, and reports, and perform other related research collection, analysis, and dissemination tasks; assist in developing policy recommendations for the program and in the wider ECE community; write grant proposals; serve as a public spokesperson and community liaison for the program; and assist management and supervisory staff in facilitating the implementation of the Mentor Program agenda by overseeing and assigning work to staff and in overseeing office activities.

This is a grant funded or limited term position and is subject to continued funding.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Analyze and formulate policy recommendations on local, state, and national legislation relevant to Early Care and Education.
2. Serve as public spokesperson and community liaison for the program; answer questions, clarify information, respond to requests, and interpret and explain program policies and procedures.
3. Arrange statewide meetings; develop workshop, seminar, and conference schedules, topics, and presenters; plan agenda, content, and speakers of interest to all levels of program participants; coordinate with facility staff to plan all aspects of meeting logistics.
4. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned projects, functions, and program areas; research, implement, and administer policies, procedures, and changing business practices and processes for assigned area; develop and maintain handbooks, forms, and related policies and procedures.
5. Participate in grant sourcing; research grants; write grant proposals and prepare applications for funding sources; monitor existing contracts and grants.
6. Assist with the budget process; provide assistance in the development of assigned budget including in resource planning; review and analyze budget requests; create data tracking and reporting systems; collect and analyze financial data; monitor status; participate in fiscal reporting.
7. Maintain records concerning project, program, and/or grant activities; process incoming and outgoing documents; prepare and track various documents; prepare reports and briefings on status, progress, changes, and related items related to scope, schedule, and budget.
8. Manage data and information used in assigned area including administer assigned databases; enter and modify data; generate reports; analyze user needs and modify database structure and/or

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format in response to user needs; train staff on use of database systems; prepare database documentation.

9. Enter and maintain a variety of data and information into various systems; oversee and participate in the establishment and maintenance of a variety of complex, interrelated filing systems; establish and maintain files for information, records, and reports.
10. Prepare administrative, operational, and financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; consult with District staff and outside agencies to obtain information.
11. Participate in the administration of the Mentor Program office; plan and oversee daily activities of the office; assist in training and providing work direction to assigned staff; prepare and update office procedural manuals; represent Mentor Program Office on assigned committees.
12. Coordinate assigned activities and functions with other staff, projects, and functions as well as local, state, and federal agencies/jurisdictions, business partners, and the general public; coordinate with, interact with, share knowledge, and develop collaborative relationships.
13. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Current and emerging California and national policies, trends and initiatives in Early Care and Education with a special emphasis on workforce development.
2. The Early Care and Education infrastructure in California, including its history, funding streams, organizations and activities.
3. General principles, practices, and procedures of business administration and public administration.
4. Research design principles and methods; data collection and coding methods.
5. Principles and procedures of data management, analysis, and reporting.
6. Principles and practices used to establish and maintain files and information retrieval systems.
7. Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.
8. Office procedures, methods, and equipment including operating characteristics of computers, peripherals, and a variety of software applications including statistical, word processing, advanced spreadsheet, and database management applications.
9. Basic project and contract management principles and practices; scheduling and work control principles and practices.
10. Principles and practices used in grant sourcing, development, and monitoring.
11. Processes, procedures, and practices of budget preparation and administration.
12. Principles, practices, and procedures of business letter writing.
13. Statistical analysis.
14. Principles and techniques used in public relations.
15. Principles and practices of providing training, work direction, and guidance to office staff.
16. English usage, grammar, spelling, punctuation, and vocabulary.
17. Excellent oral and written communication and interpersonal skills.

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Ability to:

1. Perform a full range of complex and responsible program and technical support as well as difficult administrative duties involving the use of independent judgment and personal initiative.
2. Understand the organization and objectives of the Mentor Program, District and of outside agencies as necessary to assume assigned responsibilities.
3. Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
4. Maintain current knowledge of program rules, regulations, requirements, and restrictions.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Research, compile, assemble, analyze, and interpret data from diverse sources.
7. Prepare and present a variety of clear and concise administrative, analytical, technical, and financial reports and recommendations.
8. Independently compose and prepare correspondence and memoranda.
9. Use technical concepts and basic project management tools and techniques to effectively coordinate a project or program area and solve complex problems in creative and effective ways.
10. Seek, monitor, and administer grants and contracts.
11. Participate in the preparation and administration of assigned budgets.
12. Provide work direction to assigned staff.
13. Operate office equipment including computers, peripherals, and supporting applications including advanced spreadsheet and database management systems used in data analysis, maintenance, and report preparation.
14. Apply excellent communication skills including English language writing and grammar skills; communicate effectively via written correspondence, listening, speaking, and communicating complex ideas clearly.
15. Work collaboratively, congenially, and effectively with a diverse group of staff to encourage, support, and provide program area support.
16. Establish and maintain effective working relationships with those contacted in the course of work.
17. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in Child Development/Early Childhood Education, public or business administration, the social sciences, or a related field.

Experience:

Three years of increasingly responsible professional level administrative experience performing duties that demonstrate a strong knowledge of national and state policies and trends related to Early Childhood Care and Education (ECE) and that demonstrate a working knowledge of public policy issues concerning the relationship between higher education and workforce/employment trends in the ECE community.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with limited travel to attend meetings and conferences.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to various locations; and to verbally communicate to exchange information.

INDIVIDUALS WITH DISABILITIES WHO ARE UNABLE TO CARRY OUT THE PHYSICAL ACTIVITIES OF THE POSITION WILL RECEIVE REASONABLE ACCOMMODATIONS TO ENABLE THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

Adopted by Board of Trustees on 9/17/13
Effective: 9/18/13
Job Family: Technical – Paraprofessional