

Chapter 7 - Human Resources

AP 7135 Temporary Special Projects Administrators

Reference:

Education Code Section 72411

Salary Compensation

Temporary Special Projects Administrators hired under the provisions of Education Code Section 72411 will be compensated in accordance with the Management Salary Schedule as assigned. The maximum number of compensable days during any fiscal year shall not exceed two hundred sixty (260).

Term of Assignment

The length of service for a Temporary Special Project Administrator shall be a maximum of five (5) years, with a yearly evaluation and renewal of the assignment.

Holidays

Temporary Special Projects Administrators shall be entitled to the scheduled management and floating holidays that fall within the contract period.

Sick Leave

One day of sick leave will be earned for each full month of service. The amount of earned sick leave will be prorated for assignments less than one hundred (100) percent. Sick leave may be taken prior to being earned, up to the maximum number of days earnable for the contract period. If sick leave is taken in advance and the sick leave taken exceeds the sick leave earned at the time of termination, the salary and stipend pay for the excess days will be deducted from the final paycheck. Unused sick leave days earned during any contract of employment will expire upon termination of employment for that contract period and will not be compensated or applied to any subsequent contract of employment.

Vacation

Two days of vacation will be earned for each full month of service. The amount of earned vacation will be prorated for assignments less than one hundred (100) percent. Vacation must be earned before it can be used. Unused vacation days earned during any contract of employment will be compensated at the daily salary rate, provided that the College, prior to termination, may require the Temporary Special Projects Administrator to use any or all remaining vacation days in lieu of payoff.

Rate Schedule and Job Descriptions

Special Project Manager	Range 1	(M-09)
Special Project Assistant Director	Range 2	(M-11)
Special Project Director	Range 3	(M-13)

Classification Title: Special Projects Manager (Project Designation)

Salary Level: Range 1 (M-09)

Basic Functions

The incumbent plans, organizes, manages, provides direction and oversight, participates in all operations, activities, and services of the assigned programs or department, and is responsible for providing support to the campus and community related to the assigned area.

Essential Functions (EXAMPLE)

1. Plans, coordinates, and oversees the daily functions, operations, and activities of the program.
2. Recommends marketing strategies and participates in developing and implementing projects and services; plans and coordinates assigned program workshops, presentations, information sessions, and events.
3. Establishes a comprehensive plan for achieving project objectives and provides overall direction of project activities including assessment, marketing, development, implementation, and evaluation.
4. Manages project budget(s) and maintains appropriate records and logs; prepares fiscal reports required by funding agencies and the District accounting office; prepares other reports, as directed.
5. Manages office staff and functions.
6. Manages program or department and recommends cost-effective strategies, including exploring available grant funds for maintaining program services.
7. Researches, analyzes, and presents program data; prepares comprehensive technical records and reports; takes corrective action as necessary.
8. Serves as liaison in coordinating project activities with campus/District staff, community agencies, service providers, and businesses.
9. Attends and participates in conferences and meetings related to project activities; addresses interested groups.
10. Seeks new grants; writes grant proposals.
11. Assists with the selection, training, motivation, and evaluation of assigned personnel; provides, coordinates, or recommends staff training; works with employees on performance; makes decisions regarding discipline and additional staffing needs to overseeing manager.
12. Coordinates and participates in the development and implementation of program procedures; recommends changes
13. Performs related duties, as assigned.

Qualifications

Knowledge of: project policies, procedures and practices; writing, implementation, and evaluation of grants; organizational operations and grant budget management.

Ability to:

1. assess, develop, implement, and evaluate project activities; organize time and resources; work both independently and in a team environment;
2. utilize word processing and spreadsheet software;
3. coordinate and conduct meetings; speak and write effectively;
4. utilize correct English, grammar, spelling, punctuation, and vocabulary.

Education and Experience: Equivalent to graduation from a regionally accredited four-year college or university. Two (2) years of increasing professional experience in a similar program. Additional years of experience may be substituted for education on a year-for-year basis up to two years.

Classification Title: Special Projects Assistant Director (Project Designation)

Salary Level: Range 2 (M-11)

Basic Functions

The incumbent assists in managing all activities of the program/department.

This class performs diverse, specialized, and complex work involving significant accountability and decision-making responsibility over specifically assigned areas of the program/department.

Essential Functions (EXAMPLE)

1. Assists in the planning, developing, directing, and managing of College, regional, and/or statewide special project(s). Assumes leadership for the attainment of project goals and objectives.
2. Coordinates the efforts of departments, colleges, and/or districts involved in the project(s) and provides technical assistance with program development and implementation.
3. Assists with the development and administration of the assigned programs and department's annual budgets and related funds; assists with the forecast of additional funds needed for staffing, equipment, materials, and supplies; assists with the monitoring and approval of budget expenditures ensuring the appropriate use of funds; assists with the implementation of adjustments as necessary.
4. Manages, develops, and implements goals and objectives related to the assigned program.

5. Serves as a resource in maintaining communication with campus, regional, and statewide project administrators and staff to exchange information, coordinate programs, and resolve issues and conflicts.
6. Assists in the management of the development and implementation of program procedures; recommends changes.
7. Assists in the development and implements marketing strategies to promote assigned programs, projects, and services; plans and coordinates assigned program/department workshops, presentations, information sessions, and events.
8. Recommends, develops, and implements changes to federal, state, local, and College policy; analyzes and evaluates program compliance updating program as necessary.
9. Assists with the selection, training, motivation, and evaluation of assigned personnel; provides, coordinates, or recommends staff training; works with employees on performance; makes decisions regarding discipline and additional staffing needs to overseeing manager.
10. Researches, analyzes, and presents program data; prepares comprehensive technical records and reports; takes corrective action as necessary.
11. Directs the preparation and maintenance of detailed and comprehensive reports, records, and files regarding project budgets, personnel, facilities, student attendance, and activities.

Qualifications

Knowledge of: Project policies, procedures, and practices; writing, implementation, and evaluation of grants; organizational operations and grant budget management.

Ability to:

1. Assess, develop, implement, and evaluate project activities; organize time and resources; work both independently and in a team environment;
2. Utilize word processing and spreadsheet software;
3. Coordinate and conduct meetings;
4. Speak and write effectively; utilize correct English, grammar, spelling, punctuation, and vocabulary.

Education and Experience: Equivalent to graduation from a regionally accredited four-year college or university. Three (3) years increasing professional experience in a similar program. Additional years of experience may be substituted for education on a year-for-year basis up to two years.

Classification Title: Special Projects Director (Project Designation)

Salary Level: Range 3 (M-13)

Basic FunctionS

The incumbent manages all activities of the department.

This class performs diverse, specialized, and complex work involving significant accountability and decision-making responsibility over the department.

Essential Functions (EXAMPLE)

1. Plan, develop, direct, and manage College, regional and/or statewide special project(s). Assume leadership for the attainment of project goals and objectives.
2. Manages the development and administration of the department's annual budgets and related funds; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves budget expenditures ensuring the appropriate use of funds; implements adjustments as necessary.
3. Manages and assumes responsibility for the design, development, and implementation of the programs and/or department.
4. Develops and implements marketing strategies to promote assigned programs, projects, and services; plans and coordinates assigned program/department workshops, presentations, information sessions, and events.
5. Manages and directs the development and implementation of program procedures; recommends changes.
6. Serves as a resource in maintaining communication with campus, regional, and statewide project administrators and staff to exchange information, coordinates programs, and resolves issues and conflicts.
7. Assists in the management of the development and implementation of program procedures; recommends changes.
8. Assists in the development and implements marketing strategies to promote assigned programs, projects, and services; plans and coordinates assigned program/department workshops, presentations, information sessions, and events.
9. Directs and manages the development and implementation of changes from federal, state, local, and College policies; analyzes and evaluates program compliance updating program as necessary.
10. Selects, trains, motivates, and evaluates assigned personnel; provides, coordinates, or recommends staff training; works with employees on performance; makes decisions regarding discipline and additional staffing needs.
11. Researches, analyzes, and presents program data; prepares comprehensive technical records and reports; takes corrective action as necessary.
12. Directs the preparation and maintenance of detailed and comprehensive reports, records, and files regarding project budgets, personnel, facilities, student attendance, and activities.

Qualifications

Knowledge of: project policies, procedures, and practices; writing, implementation, and evaluation of grants; organizational operations and grant budget management.

Ability to:

1. assess, develop, implement, and evaluate project activities; organize time and resources; work both independently and in a team environment;
2. utilize word processing and spreadsheet software;
3. coordinate and conduct meetings;
4. speak and write effectively; utilize correct English, grammar, spelling, punctuation, and vocabulary.

Education and Experience: Equivalent to graduation from a regionally accredited four-year college or university. Four (4) years increasing professional experience in a similar program. Additional years of experience may be substituted for education on a year-for-year basis up to two years.

The below applies to all Special Project Administrators.

Essential Functions

1. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
2. Prepares and delivers DEISAA-minded presentations related to assigned areas as required
3. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
4. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
5. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
6. Participates on and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.

Qualifications

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
3. Administrative principles and practices, goal setting and strategic planning, monitoring, measuring, and reporting of goals, objectives, and outcomes.
4. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
5. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
6. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational setting, or the equivalent or equivalent qualifications, regulatory, and legislative organizations.
7. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills and Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.

2. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
3. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
4. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
5. Establish and maintain a variety of filing, record-keeping, and tracking systems.
6. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
7. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
8. Communicate effectively through various modalities.
9. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
10. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
11. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility preferably in a minority-serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in a minority-serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Physical Demands

Must be able to work in a standard office setting and use standard office equipment, including technological devices, to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification, although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must include, at minimum, possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Environmental Elements

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may

interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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