

Position: Deputy Sector Navigator (Advanced Transportation and Logistics Sector)  
(*Temporary Classified Management position, Categorically funded*)

: Deputy Sector Navigator (Business and Entrepreneur Sector)  
(*Temporary Classified Management position, Categorically funded*)

Grade 22 – Management Salary Schedule

### **Summary**

The Deputy Sector Navigator (DSN) (Advanced Transportation and Logistics Sector and the Business and Entrepreneur Sector) serves all colleges in the Los Angeles Region to facilitate higher performance levels by the region in achieving the Vision for Success. This is a strategic position, adding value to individual college programs by responding to significant labor market trends, engaging industry participation, and arranging funding that help build initiatives throughout the region to increase student success.

### **Distinguishing Career Features**

Deputy Sector Navigators (DSNs) work with business and industry, colleges and other stakeholders to help create career educational opportunities for students. They proactively engage industry with the colleges in creating initiatives that enable student employment and lifelong learning in the sector. Consistent with the Vision for Success, DSNs connect colleges with opportunities to enrich career education student success through relationships with business and industry, assist faculty and programs to increase student employability, and facilitate access to resources. Key requirements are for DSNs to apply business and industry expertise and fluency in articulating priorities, such that the colleges can take effective action.

### **Essential Duties and Responsibilities**

Build and Manage Industry Partnerships:

- Identify industry priorities through industry data, LMI data, LaunchBoard, and Centers of Excellence research, focusing on:
  - Supply/demand gaps that can be filled by the colleges
  - Skills gaps that can be filled by the colleges
  - Market and technology trends that are impacting workforce requirements
  - Economic and policy drivers that can be leveraged in workforce development
  - Key industry players such as associations and major employers
  - Key community college programs in the region that can be leveraged
- Cultivate regional industry advisory councils with the following functions:
  - Engage major employers across the regional labor market
  - Develop a common understanding of supply/demand and skills gaps
  - Initiate and manage industry engagement with faculty and administrators
  - Convene regional collaboratives to facilitate faculty and industry joint actions
  - Facilitate sustainability of the regional collaboratives
- Conduct additional research as required:
  - Convene industry focus groups on specific occupations or initiatives
  - Attend conferences and seminars to expand knowledge of industry priorities
  - Arrange primary research to inform curriculum development
  - Convene sector-specific groups specific faculty groups Develop Initiatives to Enrich Student Success

- Develop and execute a regional sector strategy
  - Engage industry stakeholders, the SN, and other DSNs in creating a strategic plan to benefit the region's community college programs by addressing industry priorities
  - Involve external stakeholders such as: workforce boards, regional economic development groups, non-profit groups, K-12, and others
  - Support community college staff to implement the Strong Workforce Program; such as Workforce Pathway Coordinators, K-14 Technical Assistance Providers
  - Involve internal stakeholders, such as; Chief Instructional officers, CTE Deans, CTE Directors, CTE faculty, and others
- Create program enrichment proposals for consideration by the colleges:
  - To increase enrollment
  - To build or enhance Guided Pathways
  - To bridge supply/demand gaps
  - To bridge skills gaps
  - To align with regional industry priorities
  - To align with industry-recognized credentials
- Assist Colleges in executing successful initiatives:
  - Assist colleges and programs with market intelligence information
  - Coordinate sector focused faculty professional development
  - Infuse current industry expertise into curriculum development
  - Build CTE faculty communities of practice o Braid funds to support initiatives
- Align with each college's integrated planning process
  - Secure dean-level approval before proposing new initiative to a college
  - Prepare documentation needed for college approval
  - Assist in curriculum planning and approval process
  - Maintain appropriate information flow with the CTE Dean and college administration
- Leverage statewide and regional resources:
  - Align regional initiatives with statewide sector strategies
  - Collaborate with the statewide Sector Navigators (SN) and other DSNs in developing initiatives
  - Work with the RC and COE to integrate initiatives into the regional plan/strategy
  - Facilitate preparation and approval of SWP and other funding sources
  - Match new funding opportunities to appropriate initiatives and colleges
  - Assist in identifying adjunct instructors within industry
  - Provide resources to convene colleges in communities of practice
  - Facilitate connections to initiatives and resources from Workforce boards and regional economic development councils

### **Performance Measurement**

- Work plan execution:
  - Clearly supports the Vision for Success, reflecting both the statewide sector strategy and regional consortia strategy
  - Achieves Vision for Success metrics as committed in the work plan
  - Periodic performance assessment is performed by the supervisor of record
  - Quarterly reports on progress against the work plan and compliance with regulatory requirements is performed by the program monitor
- Budget Management:
  - Assures prudent investment of funds

- Complies with regulatory requirements
- Fully expends allocated funds, consistent with the above
- Reports budget performance quarterly and annually reporting
- Performance review are conducted by the supervisor of record and the program monitor
- Sector strategy participation:
  - Adds value to development of statewide strategies that directly impact achievement of the Vision for Success
  - Implements sector strategies in accordance with the statewide plan
  - Initiates pilot programs that can be scaled statewide
  - Adds subject matter expertise to inform team activities
- Regional Consortia strategy participation:
  - Informs regional strategy through sector expertise to directly impact achievement of the Vision for Success
  - Implements regional consortia strategies within assigned sector
  - Develops proposals to benefit the colleges through SWP and other funding opportunities
  - Contributes to collegiality of the regional consortia and affiliated colleges
- 360 Evaluation:
  - Receives feedback from community college and industry colleagues through periodic 360 assessments

### **Minimum Qualifications for Education and Experience**

The position requires a Master's degree and a minimum of two years of formal training, internship or leadership experience that is reasonably related to the assignment. Additional experience may substitute for degree. Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

### **Knowledge and Skills**

This position requires professional knowledge of:

- Theories, principles, and practices associated with higher education counseling, curriculum and instruction, matriculation, and student services.
- Development, maintenance and administration of a budget.
- Philosophy and objectives of the community college.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Learning and student success process, assessment, student learning outcomes, learning communities and application of technology.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Principles and practices involved with establishing specially-funded programs and projects including funding sources, goals and objectives, stakeholders, customers, and measurable outcomes.
- Funding mechanisms for public interest projects and of financial requirements to sustain ongoing operations.

This position requires demonstrated skill in:

- Developing assessment, teaching, and learning processes that enhance student success and outcomes.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.

- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

### **Abilities**

This position requires the ability to:

- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.
- Organize and implement specially-funded projects that incorporate research, startup, budget, promotion, communications, and service delivery activities.
- Conduct research, assess needs, and develop services to meet those needs.
- Understand scientific and engineering data, and perform data analysis.

### **Physical Abilities**

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Use hearing and speech to make presentations to groups and carry on conversations over the phone and in person.
- See with sufficient visual acuity to read printed materials and computer screens.
- Use hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

### **Licenses and Certificates**

Requires a valid driver's license.

### **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

**Board Approved: December 12, 2018**