

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DIRECTOR OF SOCIAL SERVICES WORKFORCE DEVELOPMENT

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

*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.*

MANAGEMENT RESPONSIBILITY

The Director, Social Services Workforce Development is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District (CLPCCD). The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board Policies and District procedures as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District and college policies by making appropriate recommendations for improvements or additions to policies or procedures through his or her reporting authority and/or by serving on college and District-wide management councils.

GENERAL DESCRIPTION

Under direction of the District Executive Director of Economic Development and Contract Education (EDCE), the Director, Social Services Workforce Development performs a wide variety of program and management activities while creating a strategy for leading and overseeing the continued success and growth of the District's workforce programs, including in the fields of Behavioral Health and Child Welfare, to build a competent and representative workforce through training and career experience. The incumbent will be charged with implementing and growing several grant- and entitlement-funded workforce programs in partnership with colleges, agencies (public and private), service vendors and intermediaries. The incumbent will be responsible for creating and maintaining systems to ensure the highest quality programming while mitigating audit risks. The Director, Social Services Workforce Development will engage government agencies, grant funders, and partners to assist with the creation of new programs and deliver/monitor current programs. The position will work with college department personnel including those in admissions and records, academic services, student services and curriculum committees, when addressing program and individual student needs, as well as with government department staff and leadership across California. Additionally, the Director, Social Services Workforce Development must ensure that program staff and affiliates deliver high-quality services and maintain positive relationships and District representation.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

The Director, Social Services Workforce Development shall:

1. Plan, organize and direct initiatives, grants and the implementation of programs for new and existing workforce pathways including those related to behavioral health, child welfare, and other related fields.
2. Provide oversight and leadership and direct the daily operations and functions of assigned workforce pathway programs; oversee service levels, standards, and procedures to ensure efficiency, reliability, and compliance and ensure efficient resource allocation in support of program operations.
3. Develop, implement and monitor work plans to achieve goals and objectives, and work with the District Executive Director of Economic Development and Contract Education to review current programs and develop strategic goals and direction for respective programs at CLPCCD.

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4. Contribute to the development of and monitor performance against the EDCE and related grant budgets and entitlement-funding requirements; forecast funds needed for the programs' staffing, equipment, materials and supplies and approve program expenditures.
5. Hire, select, train, supervise, motivate, and evaluate assigned program personnel; establish and communicate performance expectations and evaluate performance for direct reports; ensure professional development of staff; and monitor performance and provide coaching for performance improvement.
6. Collaborate with stakeholders and facilitate needs assessment and gap analysis of regional workforce skills training and education; identify barriers to student entry, regional employer needs and trends and make recommendations on potential target populations, service areas, and training gaps.
7. Engage potential workforce pathway students in acceleration opportunities including early college programs, apprenticeships and other work experience opportunities; facilitate individualized needs assessments and connection to appropriate program and campus supports.
8. Collaborate with colleges' admissions and records, financial aid, curriculum committees, faculty, student services, special programs, and other departments in the development of differentiated and streamlined intake and orientation processes, scheduling and services needed to support student success.
9. Maintain and expand relationships with subcontractors and other workforce pathway providers.
10. Work with government staff and leadership to ensure strategic implementation of contracts (e.g., child welfare training contracts), including maximizing utilization, strategic impact, and mitigating audit risk.
11. Research, collect and analyze complex data, prepare narrative and statistical reports; develop and monitor individual grant and program tracking/data and ensure that district, state and federal guidelines are met; ensure accuracy and timely submission of mandated federal, state and county reporting.
12. Negotiate, prepare and administer contracts and agreements, oversee partner/consultant service delivery and work products, and review invoices.
13. Ensure all communications, invoices, and reports produced by program staff and consultants are thoroughly reviewed, uphold the highest quality standards, and are submitted in a timely fashion.
14. Create and maintain systems to mitigate external audit risk and ensure accurate and timely monitoring of program deliverables and finances.
15. Stay current with existing and new state and federal legislation, funding, and regulations related to workforce pathways in fields such as child welfare, behavioral health, etc.
16. Research and solicit new funding opportunities across programs in order to sustain and expand current grant-funded programs in alignment with EDCE and District goals.
17. Make presentations to Executive Management and various audiences.
18. Serve on District committees and represent the District at local, regional, state and national conferences, meetings, workshops and seminars.
19. Perform related duties and responsibilities 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. Principles, practices and techniques of program strategic planning, development, expansion, implementation, and improvement.
2. Program development and data analysis to align with the strategies and policies of the EDCE department and CLPCCD.
3. Higher education and/or workforce systems.
4. Requirements, guidelines, rules and objectives applicable to workforce development and career technical education grants and externally funded programs and services.

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5. Principles, methods and practices applicable to the design and implementation of customer service, public relations, community outreach and marketing programs.
6. Trauma-informed practices to support individuals with past system involvement and/or be a representative of underserved student populations.
7. Public and private system of care for children, youth and families (child welfare, juvenile justice, behavioral health, etc.).
8. Principles of effective employee management, supervision, training, and performance evaluation.
9. Principles and practices of public administration, including maintenance of public records, budgeting and purchasing.
10. Federal and state laws and regulations and District policies and procedures governing community college technology, including California Education Code and Title IV-E regulations and implementation strategies.
11. CLPCCD Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.
12. Principles and practices of sound business communication.
13. Research methods and analysis techniques.
14. Principles and practices of strategic planning.

Ability to:

1. Plan and direct activities and services provided by assigned workforce pathway programs' professional, technical and support staff.
2. Formulate a clear vision, strategic plan, and appropriate operational goals, objectives and outcomes for the workforce pathway program operations and services.
3. Plan, organize, manage, assign, delegate, review and evaluate the work of staff.
4. Research, understand and apply complex programmatic information, compose a variety of documents and facilitate group discussions.
5. Implement shared and individual goals, objectives, procedures and policies for EDCE, CLPCCD, and respective programs.
6. Perform fiscal research, grant writing, report preparation, and budgeting review and development.
7. Develop a wide variety of community college, public agency, employer and community partnerships.
8. Maintain diplomatic neutrality when working with individuals and organizations with differing opinions regarding workforce training.
9. Negotiate and prepare contracts, memorandums of understanding and agreements for vendors, organizations, governmental agencies and college programs.
10. Adhere to District onsite workplace policy as well as be able to travel to other locations to attend meetings and conferences.
11. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
12. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local codes, policies, laws, and regulations.
13. Understand the operations of the organization and of outside agencies as necessary to assume assigned responsibilities.
14. Work cooperatively with other departments, college officials, and outside agencies.
15. Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, college staff, and other agencies on sensitive issues in area of responsibility.
16. Effectively represent the department to outside individuals and agencies to accomplish the goals and objectives of the department.
17. Establish and maintain effective working relationships with those contacted in the course of work.
18. Make complex technical presentations and communicate proposals and recommendations, both orally and in writing, to diverse audiences.
19. Operate a computer and standard business software.

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20. 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, employees, and the community.

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.

Experience:

Four years of experience working in a human services organization (public or private) or related work experience with workforce development programs/training programs, with at least two years of leadership, management or supervisory experience.

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 some travel to different sites and locations.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; visual acuity to use a keyboard, operate equipment, and read information; 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; and to verbally communicate to exchange information. This position also involves regular travel to various locations.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT

The Director, Social Services Workforce Development shall be selected by the Governing Board upon the nomination of the District Chancellor.

Adopted by Board of Trustees on: September 9, 2025

Effective: September 10, 2025

Job Family: Classified Administrator/Management