

FOR HUMAN RESOURCES USE ONLY:						PU
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	APP. BY C&C	MPP CODE	RANGE/ GRADE CODE	DATE
Administrator II	3312	1	LL	M114	1	7/1/24



MANAGEMENT PERSONNEL PLAN (MPP) POSITION DESCRIPTION

1. POSITION INFORMATION

NAME: _____ DEPARTMENT: College of Social Sciences and Interdisciplinary Studies

POSITION TITLE: Executive Director of the Education Insights Center (EdInsights)

ADMINISTRATOR LEVEL: I II III IV

THIS POSITION REPORTS TO: Dianne Hyson, Dean
Name and Title

POSITIONS DIRECTLY SUPERVISED BY THIS POSITION:

Classification: _____	Directors	Qty: _____	3	FTE: _____	3
Classification: _____	Manager	Qty: _____	1	FTE: _____	1
Classification: _____	ASC I	Qty: _____	1	FTE: _____	1

MAJOR DEPARTMENTS UNDER THIS POSITION:

Department	# of Employees
Operations and Finance	6
Research and Evaluation	11
Communications	3
Professional Learning	1

Please attach current organizational chart with names and classifications included.

2. SIGNATURES

The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Appropriate Administrator: Dianne Hyson Date: 07/15/2024

Vice President: Carlos Navarro Date: 07/17/2024

Employee: _____ Date: _____

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3. PRIMARY ACTION BEING REQUESTED

Job Posting: New Position Replacement Position, former incumbent: LeAnn Fong-Batkin

Update Position Description Only:

Effective Date: _____

4. REQUIRED QUALIFICATIONS

Please list any required knowledge, skills, abilities and experience. Must be appropriate to the skill level of the position and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

Education

1. Master’s degree in public policy/administration, education, educational psychology, educational leadership, economics, political science, sociology, or other fields requiring statistical analysis and social science research.

Knowledge/Skills/Abilities

2. At least ten years of advanced professional and/or research experience in a self-supported/funded community, academic, non-profit, consulting, research or related settings, with at least five of those years in a leadership/management role incorporating education policy, research or evaluation, and/or professional learning.
3. Demonstrated initiative in the development and implementation of business planning and strategic visioning and direction for an equity-focused organizational unit.
4. Demonstrated experience overseeing research, evaluation, and/or professional learning efforts that advance equitable student success (including experience with a broad range of qualitative and quantitative methodologies).
5. Demonstrated commitment to working with minoritized student populations, with examples of applied work that has advanced anti-racist approaches to education policymaking and practice through operations, programming, and planning.
6. Experience with equity-minded supervision, management and successful development of diverse personnel across a broad range of classifications and consultants including hiring, supervision, evaluation, day-to-day operation, career progression, and dismissal.
7. Record of accomplishment of successful fundraising and stewarding of funder relationships, and experience overseeing grants, contracts, including state and non-state funding from inception/acquisition through timely completion.
8. Demonstrated success in the strategic financial management of a department or other unit, including understanding of operations, infrastructure, personnel costs, project management, and projections.
9. Demonstrated holistic and creative thinking for managing strategic communications campaigns/releases related to publishing blogs, reports and briefs, including working with communications professionals and final approval of documents, media assets, and collateral.
10. Demonstrated effectiveness in written and oral communication skills in a variety of internal and external settings, including production and/or oversight of the development of proposals, project summaries, and reports and conducting oral presentations of these and other works.
11. Strong interpersonal skills with demonstrated ability to work collaboratively with diverse constituents and interests across sectors.

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12. Broad understanding and knowledge of contemporary California’s K-12 and higher education systems, policies, and issues.
13. General familiarity with the use of collaborative digital work spaces and processes (e.g. Microsoft Teams), project management software (e.g.Trello), and document storage processes.
14. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.

Conditions of Employment

- Ability to successfully pass a background check.

5. PREFERRED QUALIFICATIONS

List any desirable qualifications that would enhance an incumbent’s ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

15. PhD in public policy/administration, education, educational leadership, educational psychology, economics, political science, or other fields requiring statistical analysis and social science research.
16. Extensive knowledge about or experience leading projects that focus on equity and transitions from K-12 to higher education and/or transitions from 2 year to 4-year institutions.
17. Advanced knowledge and experience with system level education reform efforts either through research or professional learning.
18. Proficiency using and aligning collaborative digital work spaces (e.g. Microsoft Teams), project management software (e.g.Trello), and document storage processes.

6. POSITION PURPOSE:

The position purpose should be a summary of the general nature of the responsibilities of the position plus additional information including scope, context and the general environment under which it functions.

The Executive Director of EdInsights, a self-supporting center, reports to the Dean of the College of Social Sciences and Interdisciplinary Studies and is responsible for leading all areas of operation while ensuring the quality and integrity of the center’s purpose, vision, and services. The director provides direct oversight of the Center and its projects, grants and contracts, budget, and personnel, while adhering to campus and university auxiliary policies. The director leads efforts to secure funding through grants, partnerships, and other sources. The director will work with the dean to ensure the strategic planning, visioning, and direction of EdInsights is in alignment with the mission, priorities, and needs of the CSU system and broader educational community.

7. ESSENTIAL FUNCTIONS OF THE POSITION:

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a **combined total of 100%** of Time.

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% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
40%	Daily	<p>Project and Center Visioning, Strategy, Management</p> <ul style="list-style-type: none"> Ongoing visioning and business planning for the EIC including networking and consultation with stakeholders regarding their needs and goals to propose, develop and secure appropriate partnership with the EIC including strategy, resources, budget, and timelines. Oversee the EIC management structure to support their work including development and completion of deliverable including but not limited to proposals, reports, projections, updates, scope of work. Oversee the administration of the CSU Student Success Network including work with the Advisory Chairperson with input on the ongoing work and evolution of the Network and related deliverables. Oversee the EIC structures and continued development/maintenance of support for working with campus and auxiliary units in all grant-related processes ensuring compliance with established policies and procedures and internal/external regulations.
15%	Weekly	<p>Fundraising and Development</p> <ul style="list-style-type: none"> Develop and implement comprehensive fundraising strategies and business planning to ensure the financial sustainability of the center. Build and maintain a network of supporters, including stewarding current funders and fostering long-term relationships. Identify and pursue funding opportunities that align with the center's mission and strategic goals.
15%	Weekly	<p>Strategic Communication</p> <ul style="list-style-type: none"> Communicate updates and progress to clients and stakeholders as appropriate. Provide oversight and direction to staff in managing communication campaigns, with final approval of documents, media assets and collateral.
15%	Weekly	<p>Personnel</p> <ul style="list-style-type: none"> Work with appropriate campus units and auxiliaries to provide lead direction in the recruitment or dismissal of personnel in accordance with projected needs including EIC staff, faculty assignments and student employees.

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5%	Weekly	<ul style="list-style-type: none"> Oversight of delegates in the supervision and monitoring of the performance of EIC personnel including annual evaluations, development, and personnel actions in accordance with established policies and procedures. Support the development and advancement of EIC personnel as appropriate including planning, resources, and strategies. <p>Operational Financial Management</p> <ul style="list-style-type: none"> Oversee the work of the operational and financial personnel in ongoing assessment and support of requirements of EIC related to equipment, resources, capital and infrastructure needs, other. Support and oversee EIC staff working with appropriate campus and auxiliary units to reconcile budgets, contract negotiations and other accounting activities. <p>College/University/Community Liaison</p> <ul style="list-style-type: none"> Serve as a liaison between EIC and the campus including meetings with the Dean of the College of Social Sciences and Interdisciplinary Studies, attendance at selected campus and college meetings/convening. Represent EIC on relevant campus task forces, committees, meetings and/or community events by mutual agreement. Participate in joint strategic planning and visioning for EIC related to alignment with evolving campus and college priorities.
5%	Monthly	<ul style="list-style-type: none"> Serve as a liaison between EIC and the campus including meetings with the Dean of the College of Social Sciences and Interdisciplinary Studies, attendance at selected campus and college meetings/convening. Represent EIC on relevant campus task forces, committees, meetings and/or community events by mutual agreement. Participate in joint strategic planning and visioning for EIC related to alignment with evolving campus and college priorities.

8. MARGINAL FUNCTIONS OF THE POSITION:

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a **combined total of 100%** of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
5%	monthly	<ul style="list-style-type: none"> Other duties as needed/assigned

9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: (please select one)

Administrator – An individual who has full budgetary, personnel authority, and responsibility for

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formulating and administering policies and programs in the assigned functional area (e.g. Vice President, Dean, Senior Manager). Direct reports may include subordinate supervisors or subordinate managers.

- Supervisor** – An individual who has the authority to hire, discipline, promote or discharge a group of employees (e.g. Payroll Supervisor, Accounting Supervisor). May supervise non-exempt and/or exempt employees, as well as subordinate supervisors.
- Professional** – An individual who has significant responsibility for formulating and administering policies for an assigned program or functional area (e.g. Attorney, Labor Relations Manager, Affirmative Action Officer). No direct reports or supervisory responsibilities.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

The Director of the Education Insights Center is likely to encounter issues related to operational needs, budget, resource allocation, personnel, and contracts. Any significant issues beyond routine operations in these areas will be referred to the Dean for consultation and approval.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

The Director of the EdInsights will need to have working contacts with community constituents including government agencies, non-profits, and the academic community in addition to other campus units and University Enterprises Inc.

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
F	Sit	F	Direct others	N	Is exposed to excessive noise
F	Stand	F	Concentrate	N	Is around moving machinery
F	Walk	F	Analyze	N	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
O	Bend	F	Demonstrate recall	N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
O	Climb	F	Make decisions		
O	Reach	F	Works rapidly	O	Drives motorized equipment
O	Kneel	F	Handle multiple tasks/priorities	N	Works in confined quarters
O	Push/Pull	F	Tolerate variety	N	Works in high places
F	Have gross hand coordination	F	Work with others		Other:
F	Have fine hand coordination		Other:		
F	Hear with background noise				
F	Hear the spoken word				
F	Hear over a phone/other device				
F	See to read fine print				
F	See to read bold print				

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F	See to accomplish a task		
F	Talk		
F	Communicate		
O	Lift: <u> 10 </u> lbs. max		
O	Carry: <u> 10 </u> lbs. max		
O	Operate equipment		
F	Perform keyboard entry		
	Other:		

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