

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	U134	1	6/24/24



MANAGEMENT PERSONNEL PLAN (MPP) POSITION DESCRIPTION

1. POSITION INFORMATION

NAME: _____ DEPARTMENT: Center for California Studies

POSITION TITLE: Director, Senate Fellows Program

ADMINISTRATOR LEVEL: I II III IV

THIS POSITION REPORTS TO: Leonor Ehling, Executive Director, Center for California Studies
Name and Title

POSITIONS DIRECTLY SUPERVISED BY THIS POSITION:

Classification: <u>ASC II</u>	Qty: <u>1</u>	FTE: <u>1.0</u>
Classification: <u>Senate Fellow</u>	Qty: <u>18</u>	FTE: <u>18.0</u>
Classification: _____	Qty: _____	FTE: _____

MAJOR DEPARTMENTS UNDER THIS POSITION:

Department	# of Employees
Senate Fellows Programs	19

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: *Shaine Hyon* Date: 07/12/2024

Vice President: *Carlos Hernandez* Date: 07/17/2024

Employee: _____ Date: _____

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3. PRIMARY ACTION BEING REQUESTED

Job Posting: New Position Replacement Position, former incumbent: Jamie Taylor

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. Bachelor's degree from an accredited college or university

Experience:

2. Five or more years recent or direct experience working with or in government.
3. Formal supervisory or management experience, including the hiring process.
4. Experience in mentoring, advising and/or teaching interns and/or students.

Knowledge, Skills and Abilities:

5. Superior written and verbal communication skills.
6. Demonstrated skills in the following areas: organization, collaboration, project management, interpersonal, problem-solving and data analysis.
7. Strategic planning and leadership skills, including the ability to lead and inspire others and the ability to cultivate partnerships with outside entities.
8. Demonstrated knowledge of California state government and its structure, processes and actors.
9. An understanding and appreciation of California's demographic, economic, geographic and/or political diversity.
10. Demonstrated ability to recruit, retain and cultivate a workforce that is representative of California's demographic, racial/ethnic, economic, geographic and political diversity.
11. 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 pass 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).

12. Recent and direct experience working in the legislative branch of California state government, especially the California State Senate.

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13. Graduate degree in a field related to public policy, public sector management, non profit management or education.
14. Demonstrated ability to work successfully with different organizational cultures and institutions.
15. Demonstrated ability to utilize a collegial and collaborative approach to assigned tasks

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 Director will lead the Senate Fellows Program, managing and overseeing all aspects of the selection process, the hiring process, recruitment of Senate placement offices, maintenance of a positive working relationship with the California State Senate, and mentoring, training and supervision of the Senate fellows. They will also assist with the recruitment process and support of various programs and projects at the Center for California Studies.

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.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
75%	Daily/ Weekly	<p>Strategic leadership of the Senate Fellows Program -- Provide overall strategic leadership of the program to ensure the program’s success and continuity.</p> <ul style="list-style-type: none"> Provide a vision for the program and inspire fellows and colleagues to implement that vision. Frequently evaluate the program, seeking feedback from fellows, mentors and Senate offices, and make relevant adjustments to ensure continuous improvement of the program. Cultivate and maintain positive and productive working relationships with the Senate, alumni of the program, the three other fellows programs run by the Center, other programs run by the Center for California Studies, external stakeholders and the university. Develop new relationships and partnerships to support the program and the Center. Promptly address problems by working collaboratively with Center colleagues, Senate representatives and stakeholders to develop creative solutions. Stay up to date on trends and developments in government, public policy and leadership to enhance the program. <p>Lead the annual selection and hiring process for the program.</p>

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		<ul style="list-style-type: none"> • Recruit volunteers from the Senate and other backgrounds to serve on the selection committee for the Senate Fellows Program. • Design a structured and transparent selection process that evaluates applications fairly and efficiently. • Manage the members of the selection panel and the process of selection, including communicating expectations, leading all panel interviews and leading all selection discussions among the committee, including final decisions. <p>Lead the annual process for the placement of selected fellows into executive branch offices, manage relationships with offices, mentors.</p> <ul style="list-style-type: none"> • Identify and cultivate relationships with appropriate placement opportunities for fellows, including the recruitment and training of mentors. • Develop and lead process for Senate offices to apply for fellows and for fellows to interview with offices. • Finalize placements, to include the design and execution of mentor agreements with selected offices. This shall include any necessary communication with liaisons from the Senate, as appropriate. • Maintain constant communication with placement offices throughout the year; address any concerns and intervene when necessary. • Develop and utilize criteria to assess the suitability of placement offices to result in a valuable experience for fellows. <p>Management, coaching and development of each individual fellow.</p> <p>For each individual fellow:</p> <ul style="list-style-type: none"> • Set clear expectations, roles and responsibilities, in coordination with the mentor and placement office. • Monitor performance throughout the year, addressing any issues promptly and constructively. Schedule regular one-on-one meetings to provide feedback and provide support for improvement, if needed. Design a personalized development plan, based on the strengths, weaknesses and career aspirations. • Handle all confidential matters with sensitivity and discretion. • Maintain open door policy to encourage open communication. • Maintain accurate records of all development plans and performance feedback. <p>Design and lead all group professional development and training opportunities for fellows</p> <ul style="list-style-type: none"> • Design and lead annual four-week comprehensive orientation program, to include an overview of California state government, professional development workshops and team-building activities. Teach the majority of the content.; secure any needed guest speakers. • Create professional development programming throughout the year, to include guest speakers, instructional field trips and specialized training. • Foster supportive community and sense of camaraderie among fellows.
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		<ul style="list-style-type: none"> Address conflicts within the cohort promptly and impartially. Mediate disputes and work towards mutually acceptable solutions. Encourage open dialogue and active listening to understand all perspectives. <p>Support recruitment efforts on behalf of all fellows programs:</p> <ul style="list-style-type: none"> Collaborate with outreach coordinator and other directors to support outreach strategies, including attendance at events, participation in webinars, and other support, as needed. Collaborate with the Senate and Senate fellows to create social media content (e.g., projects, achievements, success stories, events) in support of the office’s recruitment strategy.
20%	Weekly, as needed	<p>Support of Center programs and initiatives</p> <ul style="list-style-type: none"> Serve as the Center’s liaison with the Senate in relation to other Center programs. Assist with the management of other Center programs; maintain collaborative working relationship with other Center projects and activities. Manage special projects, as needed, in support of Center programs. Develop clear goals and timelines, assemble resources, address challenges and obstacles.

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%	As needed	<ul style="list-style-type: none"> Other duties as 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 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

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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 will be expected to encounter and address personnel and management problems with regards to supervision and development of the Senate fellows, problems with respect to placement offices and mentors, and occasional problems related to the program’s relationship with the Senate. They will be expected to help address any recruitment challenges, in concert with Center colleagues. The director will be expected to work in concert with the Center’s executive director on any Title IX issues, egregious performance issues involving a fellow or placement office mentor, issues involving a fellow’s violation of Sac State’s code of conduct, and any major problems regarding the program’s relationship with the Senate.

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

The incumbent will spend the majority of their time working with representatives of the California State Senate, as the Senate Fellows Program is intended to support the Senate. For these reasons a strong and healthy working relationship with numerous members of the Senate are essential. In addition, the director will be expected to maintain and foster relationships with faculty and staff in relevant Sac State administrative centers and student support offices. They will also be expected to cultivate and foster relationships with other off-campus entities in support of the program, including other CSU’s, non-profits, other universities, alumni and professional associations.

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
O	Walk	F	Analyze	N	Is exposed to marked changes in temperature and/or humidity
O	Have mobility	F	Use reason/logic		
O	Bend	F	Demonstrate recall	N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Climb	F	Make decisions		
O	Reach	F	Works rapidly	N	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
O	Have gross hand coordination	F	Work with others		Other:
O	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>15</u> lbs. max	
O	Carry: <u>15</u> lbs. max	
O	Operate equipment	
F	Perform keyboard entry	
	Other:	

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