



PERSONNEL COMMISSION

Class Code: 5286
Salary Range: 55 (M2)

PROGRAM AND POLICY DEVELOPMENT ADVISOR

JOB SUMMARY

Under the direction of the Superintendent of Schools or designee, serve as a principal program and policy development advisor; develop, implement, and direct strategic and organizational planning programs, functions and activities to support the District's strategic objectives and goals; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Develop, implement, and direct strategic and organizational planning efforts to meet the District's goals, initiatives, and policy and governance development needs; assure compliance with applicable laws, codes, rules and regulations. **E**
- Provide support to the Superintendent of Schools and District administration regarding complex, sensitive and confidential organizational issues, programs, and projects; utilize data to influence strategic management and policy decisions. **E**
- Research, analyze, and draft policies, procedures, and regulations regarding a wide range of operational and strategic issues for the District; assist administration in providing direction related to District operations, communications, and data. **E**
- Direct and coordinate the planning of special projects, teams, activities, and goals at the discretion of the Superintendent; evaluate and recommend programmatic methods to maximize operational efficiency of programs and District budgets. **E**
- Prepare and oversee the reporting of progress and results of strategic and organizational planning programs, functions and activities; establish metrics and pilot testing; refine or recommend modifications as appropriate. **E**
- Strategize, plan, and align various system-wide efforts in support of strategic planning initiatives and activities; convene and facilitate cross-functional working groups to align and integrate programs, initiatives and efforts District-wide. **E**
- Review and analyze proposed and pending State and federal legislation which may affect the policies and programs of the District; provide administration with timely and accurate information to determine appropriate course of action. **E**
- Serve as a liaison and represent the Superintendent of Schools at a wide variety of events involving community members, District staff, public organizations, and other stakeholders. **E**

- Provide consultation regarding internal and external communications to assure District communications are in alignment with strategic and organizational planning initiatives and activities. ***E***
- Serve as a resource and communicate with administrators, District personnel and outside agencies to coordinate programs and activities, resolve issues, and exchange information. ***E***
- Develop and prepare assigned budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. ***E***
- Develop and direct the implementation of policies, procedures and standards; establish priorities; advise the Superintendent of Schools and administrators of unusual trends or issues and recommend appropriate corrective action. ***E***
- Direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed reports and presentations regarding assigned activities. ***E***
- Prepare and collaborate on a variety of reports, bulletins, briefings, presentations, and responses regarding operational and strategic issues. ***E***
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge in the field of education; serve on assigned internal and external committees; conduct presentations as requested. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. ***E***
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Program and Policy Development Advisor serves as a principal advisor and provides support to the Superintendent of Schools and District administration in developing, implementing and monitoring the performance of strategic and organizational planning initiatives and activities. The incumbent is responsible for developing, conducting and directing programs and initiatives, establishing metrics, pilot testing, and refining projects and programs in support of the District's strategic and organizational planning processes.

EMPLOYMENT STANDARDS

Knowledge of:

Operational needs of schools and public education organizations.

State and federal legislative processes and governmental operations related to public education.

Strategic planning and project management techniques.

Issues and challenges facing large, diverse, urban school districts.

Contemporary public education trends and issues.

School district organization and organizational relationships.
Principles and practices of organizational leadership and development.
Evaluation, survey research and planning methodologies.
Fiscal accountability and budget preparation and control.
Diverse needs and concerns of individuals from varying socioeconomic and cultural backgrounds.
Applicable laws, codes, rules and regulations related to assigned activities.
Principles of administration, supervision and training.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Operation of a variety of office equipment including a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Public speaking techniques.

Ability to:

Develop, implement and monitor the performance of strategic and organizational planning initiatives, programs and activities.
Analyze and draft policies, procedures, and regulations regarding a wide range of operational and strategic issues.
Present information regarding programs and initiatives in a proactive, accurate, and media-sensitive manner.
Research techniques including business statistical analysis and visual presentation of data.
Blend analysis, knowledge, and insight to assess and enhance organizational performance.
Analyze situations accurately and recommend an effective course of action.
Demonstrate empathetic listening, sensitivity, and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Establish and maintain cooperative and effective working relationships with others.
Interpret, explain and apply applicable laws, codes, rules and regulations related to assigned activities.
Supervise and evaluate the performance of assigned personnel.
Maintain confidentiality of sensitive and privileged information.
Monitor and control budgets.
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
Direct the establishment and maintenance of records and files.
Prepare and deliver oral presentations.
Communicate effectively both orally and in writing.
Plan and organize work.
Operate a variety of office equipment including a computer and assigned software.

Education and Training:

Bachelor's degree in public administration, business administration, organizational management, education or a closely related field. A Master's degree in one of these disciplines is highly desirable.

Experience:

Five years of professional or management level experience in a school district, institution of higher education, or similar public agency involving strategic planning and data-driven decision making with an emphasis on contemporary public education trends and issues.

Any other combination of education, training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.
Occasional evening and variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and make oral presentations.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.