



Classification: Staff Services Manager II (Specialist)
Title: Assistant Deputy Director of Policy and Public Affairs
Permanent, Full-Time
Salary: \$7,204.00 - \$8,950.00
Posted: October 31, 2022
Final Filing Date: Until filled

This position is being re-advertised and will remain open until filled. Applications will be reviewed on the 1st and 15th of each month beginning January 1, 2023; and selections can be made. Applicants who have already applied will be considered and do not need to reapply.

The California Student Aid Commission (CSAC), located in Rancho Cordova, is the principal state agency responsible for administering approximately \$4 billion in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

Highlights of the Job

Under the general direction of the Deputy Director of the Policy and Public Affairs Division, the Staff Services Manager II (Specialist) functions as the Assistant Deputy Director of Policy and Public Affairs for the California Student Aid Commission. The Assistant Deputy Director is responsible for advocating the State Legislature and the Federal Congress to establish or change education policy and funding relating to financial aid, Cal Grant and overall college affordability policies. The incumbent oversees a significant portion of the Commission's engagement on policy issues and legislative program, including serving as a liaison between the Commission and the California State Legislature on state legislative activities and performs the most highly sensitive, and complex technical analytical assignments. Duties include monitoring, researching, and analyzing budget proposals, state laws, policies and proposed legislation; reviews bill analyses, and when necessary develops resolutions to conflicts among analyses prepared by multiple program units; as directed, testifies before legislative and budget committees on behalf of the Commission; advises and makes recommendations to the Commission, Executive Director, and Deputy Director regarding proposed legislation and State Budget issues; communicates with Administration representatives and state legislators and their staff; working with other agencies, groups, and individuals in connection with departmental issues and programs; represents the department at legislative and budget hearings, conferences and meetings; and responds to requests and inquiries from the Administration, Legislature, the Commission and its advisory bodies, as well as other state and national agencies and financial aid associations. Provides vision, leadership, technical assistance and direction to the development of a national and statewide educational strategy. Serves as a member of the Senior Leadership team and supports coordination of the policy engagement activities of the Policy and Public Affairs Division.

Preferred Qualifications

- Excellent written and verbal communication skills; including presentations to small or large groups.
- Ability to work as part of a team.
- Ability to deal with multiple tasks and changing priorities.
- Experience in and knowledge of the State's legislative processes.
- Knowledge of the Commission's programs.

Statement of Qualifications

Candidates are required to submit a Statement of Qualifications (SOQ). The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills relate to the primary duties of this position. The SOQ should be typed in 12-point Arial font and be no more than three (3) single-spaced pages in length. A cover letter and/or résumé is not considered a SOQ. Please clearly state on your document "Statement of Qualifications." Applications received without an SOQ will be rejected.

Who Should Apply

Interested individuals who meet the minimum and desirable qualifications and are eligible to be appointed to the Staff Services Manager II (Specialist) classification.

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in a Staff Services Manager II (Specialist) position. Appointment is subject to SROA/Surplus provisions. SROA and Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter. Other methods of appointments will be considered, including Training & Development (T&D) Assignments.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the [Staff Services Manager II](#) classification. In addition, please attach all required supporting documents (i.e. transcripts/diploma, license, and/or required certificate) to your application.

Eligibility is determined by the completed information on your Std. 678 and/or résumé; please ensure applications and/or résumés contain completed information, or your application may not be accepted.

How to Apply/Final Filing Date

Please reference **RPA #22-034**, **JC-337667**, **Position #270-735-4801-XXX**, Staff Services Manager II (Specialist), in the 'Job Title' section on the application, Std. 678.

Interested and qualified candidates must complete a State Examination/Employment Application (STD. 678), Statement of Qualifications, submission of a résumé is optional. Applications and Statements of Qualifications will be accepted **Until Filled**.

Electronic submission of applications and Statements of Qualifications may be completed through your CalCareers account at www.jobs.ca.gov. Please contact the Personnel Office at (916) 464-6447 or email at Personnel@csac.ca.gov if you need assistance with the electronic application process.

Applications will **not** be accepted by fax or e-mail. You may also submit your application in person or by mail at:

CA Student Aid Commission
P.O. Box 3210
Rancho Cordova, CA 95741-3210
Attention: Personnel-Recruitment

CA Student Aid Commission
11120 International Drive, Suite 100
Rancho Cordova, CA 95670
Attention: Personnel-Recruitment

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical, exercising the right to family care and medical leave), gender, gender identity or expression, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation of any person.

It is an objective of the State of California to achieve a drug free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

Position Identification:

Employee Name:	Vacant
Classification:	Staff Services Manager II (Specialist)
Working Title:	Assistant Deputy Director of Policy and Public Affairs
Position Number:	270-735-4801-001
Location:	Sacramento / Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	September xx, 2022
Effective Date:	TBD

Function (Summary of Responsibilities):

Under the general direction of the Deputy Director of the Policy and Public Affairs Division, the Staff Services Manager II (Specialist) functions as the Assistant Deputy Director of Policy and Public Affairs for the California Student Aid Commission. The Assistant Deputy Director is responsible for advocating the State Legislature and the Federal Congress to establish or change education policy and funding relating to financial aid, Cal Grant and overall college affordability policies. The incumbent oversees a significant portion of the Commission's engagement on policy issues and legislative program, including serving as a liaison between the Commission and the California State Legislature on state legislative activities and performs the most highly sensitive, and complex technical analytical assignments. Duties include monitoring, researching, and analyzing budget proposals, state laws, policies and proposed legislation; reviews bill analyses, and when necessary develops resolutions to conflicts among analyses prepared by multiple program units; as directed, testifies before legislative and budget committees on behalf of the Commission; advises and makes recommendations to the Commission, Executive Director, and Deputy Director regarding proposed legislation and State Budget issues; communicates with Administration representatives and state legislators and their staff; working with other agencies, groups, and individuals in connection with departmental issues and programs; represents the department at legislative and budget hearings, conferences and meetings; and responds to requests and inquiries from the Administration, Legislature, the Commission and its advisory bodies, as well as other state and national agencies and financial aid associations. Provides vision, leadership, technical assistance and direction to the development of a national and statewide educational strategy. Serves as a member of the Senior Leadership team and supports coordination of the policy engagement activities of the Policy and Public Affairs Division.

Reporting Relationships:

Reports directly to the Deputy Director of the Policy and Public Affairs Division.

Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

Job-Functions:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

- 30% Serves as Commission liaison on legislative activities. Monitors state and federal budget/appropriations proposals and legislative activities relating to Commission programs, personnel, and responsibilities. Writes bill analysis, bill amendments, position letters, and other background information pertaining to legislation and budget issues. Advises the Commission, Executive Director, and Deputy Director on proposed legislations' possible effects on departmental programs. Develops and negotiates solutions and resolutions to complex legislative proposals that impact the Commission. As directed, represents Commission positions on budget items or legislation before legislative staff and in testimony before legislative committees. Initiates and responds to communications between the commission, members of the Legislature, and legislative staff. Represents the Commission at all budget briefings and attends budget hearings at which the Executive Director or other senior management staff is expected to testify.
- 20% Prepares legislative reports and updates for the Commission its advisory bodies, and various constituents. Consults with appropriate program, technical, research, legal, and fiscal staff to prepare legislative analyses. Informs Commission staff about consequences and results of proposed and new amendments and legislation affecting Commission programs. Presents briefings to Commission staff on all significant legislative developments, including compromises or alternatives proposed by legislators or their staffs. Independently performs complex research and policy analysis of legislation, regulations, and policies impacting State processes, Commission programs, California students, and financial aid partners and advises the Executive Director and the Commission when research and policy analysis reveals the need for legislation or budgetary action.
- 20% Coordinates research and Commission response to constituent inquiries received by the Executive Director or from the Governor's Office, legislative offices, California Congressional Delegation offices, or other state or federal agencies. Responsible for drafting Legislative and Budget Committee presentations and talking points for the Executive Director. Writes legislative updates for publication for the Commission's meetings and other publications. As directed by the Deputy Director, develops and periodically updates the Commission's Legislative and Budget guiding Principles for approval by the Commission.
- 15% Provides vision, leadership, technical assistance and direction to the development of a national and statewide educational strategy for intergovernmental relations with federal, state, and county, and district level government, especially the California State Legislature and the U.S. Congress.

- 10% Serves as a member of the Senior Leadership team, participates in the development and approval of statewide and departmental policies and practices. Supports coordination of the policy engagement activities of the Policy and Public Affairs Division, working closely with other staff.
- 5% Formulates strategies and policies necessary for the development and implementation of large-scale projects. Performs other varied and confidential duties and projects at Executive Director and Deputy Director's discretion.

CELL PHONE: This position is required to have a cell phone as you may be working out of the office on many occasions.

Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. these job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

Working Conditions:

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site locations. When working in office, employee will be primarily based in the downtown Sacramento office, while occasionally working in the Rancho Cordova headquarters as needed.

Attendance:

Must maintain regular and acceptable attendance.

Signature:

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature

Date

Supervisor Signature

Date

*Duties of this position are subject to change and may be revised as needed or required.