

MnSCU ACADEMIC PROFESSIONAL 5

KIND OF WORK

Advanced program development, administrative support, and/or research work supporting higher education activities.

NATURE AND PURPOSE

Under administrative direction, as a recognized expert in a program area, incumbents direct educational research and specialized programs such as development of the MNSCU state plan and administration of all statewide training and education programs under the federal Job Training Partnership Act. Responsibilities support MNSCU's decision making and long-range organizational and system planning. There are little or no procedural precedents for incumbents to follow; outcomes have major policy implications. Incumbents frequently serve as liaisons with other state and federal agencies as well as provide direction to interdisciplinary task forces and committees. They analyze and develop legislation; conduct fiscal, budgetary, and cost/benefit analysis; and recommend new and modified policies .

This advanced-level professional class requires a broad understanding of at least one complex body of practices, historical examples and advanced principles and theories of a specialized field of knowledge.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

NOTE: As additional positions are added to this class, examples of work will be added to the class specification.

Administer the Job Training Partnership Act (JTPA) higher education funds (8% of the total money allocated to Minnesota) by:

- Developing program policies and guidelines in cooperation with the Department of Economic Security and the Governor's Job Training Council for allocating funds to Minnesota's SDAs.
- Developing standards and goals for the SDAs.
- Evaluating program results.
- Providing technical assistance to local educational providers.

Develop and implement a process for allocating JTPA and Carl D. Perkins money for services to Special populations by:

- Negotiating target groups, timelines, goals and objectives with the Department of Economic Security.
- Writing RFPs describing criteria, timelines, and goals and present to the Governor's Job Training Council and MNSCU.

- Announcing RFP in the State Register and conducting Bidders' Conference.
- Training and directing the rating teams that evaluate proposals. Teams are made up of client groups, agency staff, and interested organizations.
- Selecting proposals, preparing recommendations, and presenting recommendations to the Governor's Job Training Council, Chancellor and the MNSCU Board for final selection and award.

Prepare an integrated Technical Colleges, Community Colleges and Secondary Vocational Education State Plan by:

- Studying and interpreting annual changes to federal and state laws and regulations.
- Developing an integrated planning process.
- Conducting regional meetings and public hearings so that the general public has opportunities for input.
- Developing and disseminating reports to appropriate stakeholder groups.

Develop and implement an integrated Technical Colleges, Community Colleges, and Secondary Vocational Education Local Application/Self Evaluation review process to ensure funding by the Carl Perkins federal law by:

- Designing a local application and self evaluation process.
- Interpreting laws and regulations as they apply to Federal Carl Perkins legislation.
- Coordinating final review and scoring of local applications for funding.
- Recommending or denying funds for colleges and schools to the MNSCU Board.

Prepare an integrated Technical College, Community College, and Secondary Vocational Education Performance Report for submittal to the U.S. Department of Education.

- Developing an integrated Performance Report Process.
- Preparing narratives and statistical data to demonstrate accomplishments.
- Disseminating reports to stakeholders.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Federal law and related state laws, rules and regulations governing the program area.

Educational philosophy and practices.

Quantitative research methodologies applicable to post-secondary education.

Fiscal management practices, federal and state administrative processes and auditing requirements.

Ability to:

Think creatively and move ideas from concept to reality.

Negotiate, compromise and motivate others to accomplish work goals.

Plan, organize and administer multiple activities.

Communicate orally and in writing to diverse audiences. Motivate others through written and oral presentations.

Work cooperatively with internal and external clients.

COMPENSATION LEVEL

Compensation Level: 17I (MAPE)

FI2 264 E3(38) 100 E2C 115 = 479

Est.:

Rev.:

T.C.: 7/07

Former Title(s): MnSCU Program Director 3