

Classification and Qualification STANDARDS

EOP Special Assistant

Class Code: 5250

Date Revised: 11-01-2013

FLSA: Exempt

Classification Standard Reformatted: 11-01-2013

OVERVIEW:

Under the general direction of the campus EOP Director, the EOP (Educational Opportunity Program) Special Assistant provides assistance to the Statewide EOP Directors and Chancellor's Office EOP liaison by conducting a wide variety of studies, management reviews, and evaluations of campus and statewide EOP operations.

The EOP operations are covered by a wide range of written policy, regulatory and procedural statements. The performance of functions typical of this classification requires knowledge of these guidelines and a thorough understanding of the decisions which can be made or actions which can be taken within the range of the established policies and precedents involved.

Typically, the level of authority to take actions on broad policy matters or on issues having potential major effects on the operations of the program is limited. Incumbents of positions in this classification generally clear all such decisions or actions with the Statewide EOP Directors in consultation with the CO EOP liaison.

EOP Special Assistants develop and/or revise methods of evaluation, reporting requirements or format, and methods of follow-up as related to EOP statewide operations. Generally, new developments or revisions of a substantial nature are discussed with the CO EOP liaison and statewide EOP Directors prior to implementation. Incumbents have a wide range of personal contacts with various members of the campus staff, with individuals participating in the program, with representatives of the Office of the Chancellor, and with representatives of State or Federal agencies having an interest in the program. Generally, these personal contacts are for the purpose of obtaining information related to the operations of the program, but also may include providing information of a fairly broad and substantive nature on program matters.

TYPICAL ACTIVITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

EOP Special Assistants typically perform work involving some or all of the following duties: develop a statewide EOP evaluation and reporting manual which will establish the procedures to be used in evaluation of program operations and which will identify the program information to be reported, format of the reports, schedules to be followed, and the nature and extent of the follow-up actions required; design and conduct special studies covering such areas as methods used in providing financial aid to students, i.e., lump sum, progress payment, etc., or comparative analyses of statewide EOP student performance with regular student performance involving such factors as grades, academic load, course mix, etc.; prepare justifications to be used for budget proposals; prepare detailed reports covering the use of budgeted funds; conduct of campus visitations covering EOP operations and other related functions such as financial aid or admissions to identify strengths and weaknesses of the operations and to provide a basis for making recommendations leading to the improvement and greater alignments of statewide EOP programs; prepare follow-up responses to audit letters and other inquiries regarding the

operations of the program involving interviewing individuals, collection of factual information from a variety of official records, and analysis and evaluation of such information.

MINIMUM QUALIFICATIONS:

Knowledge:

Thorough knowledge of principles of administrative analyses. Working knowledge of survey principles and techniques and skill in their application. General knowledge of, or the ability to learn quickly, CSU budgeting policies and procedures, and special program funding practices of the Federal government.

Abilities:

Ability to understand, interpret and comply with the operations of the Educational Opportunity Program; enlist the cooperation of a wide range of individuals representing various offices and State and Federal agencies in support of the program; and work cooperatively with others.

Experience:

Two years of responsible professional experience participating in administrative surveys and studies or administrative analyses of organizations, policies and procedures.

Education:

Equivalent to a bachelor's degree or combination of education and experience which provides the required knowledge and abilities.