

PUBLIC SAFETY REGIONAL DIRECTOR

SCOPE OF WORK

GENERAL PURPOSE Under direction of the Chabot-Las Positas Community College District (CLPCCD) District Executive Director of Economic Development and Contract Education, with input from the Public Safety Stakeholders, the Public Safety Regional Director is responsible for facilitating shared efforts to improve the performance of a portfolio of Career Technical Education programs. This includes all Law Enforcement (police, probation, corrections), Administration of Justice, Fire Technology, Fire Academy, Forestry, EMR, EMT and Paramedic, and other programs considered part of public safety or allied health in the San Francisco Bay Region. This is a strategic position, responding to significant labor market trends, engaging industry and labor participation, and leading collaborative efforts by colleges and workforce development partners to achieve the region's workforce goals, and increase student graduation and employment rates.

The Public Safety Regional Director works under the general direction of the Chabot-Las Positas Community College District designees. The Public Safety Regional Director is responsible for working with stakeholders/advisory boards to collaboratively set goals, objectives and work plans, and to identify and secure the resources required to meet the collaboratively defined objectives. See "Founding Principles for a Regional Director" document, attached, for additional information and requirements.

The position is categorically funded, and continuation of this position is contingent upon funding availability. This scope of work does not constitute an employee relationship with CLPCCD or any other entity.

SCOPE OF WORK

- Provide facilitation of colleges within the region and work plans based on individual colleges strengths and priorities and opportunities for positively impacting equity goals; improves collaboration between colleges.
- Develop outreach and marketing plans for students from underrepresented populations to grow diversity, inclusion and practices in the Public Safety Industry.
- Convene and facilitate regional advisory meetings with public safety stakeholders (including employers, community colleges, statewide organizations, labor groups, and associations and workforce and economic development agencies).
- Serve as a resource in the area of public safety to colleges, universities, industry partners and agencies, adult education, K-12 and workforce development boards
- Monitor political landscape affecting public safety program areas and strategic priorities.
- Identify funding sources and grant opportunities and works with stakeholders to secure funds.
- Identify industry priorities through industry data, Labor Market Information data, LaunchBoard, and Centers of Excellence research and conduct additional research as required
- Represent the Bay Area Community College Consortium effectively in dealings with Bay Area Community CBACCC member colleges, K-12 and other education and public agencies, employers and industry representatives and other stakeholders.
- Travel to and attend regional and statewide meetings, visit industry partners and colleges as required.

KNOWLEDGE AND EXPERIENCE

- Expertise and experience in the Public Safety industry.
- Principles, practices and techniques of planning and facilitating meetings, seminars, and projects.
- Principles and practices of strategic planning.
- Principles and practices of business communication.
- Research and analysis methods and techniques.
- Knowledge and understanding of community college students, their diverse ethnic and cultural backgrounds and demonstrated experience of working with people from diverse populations.
- Experience with the California community college system would be helpful, but not required

SKILLS AND ABILITIES

- Research, analyze, summarize and present data from a variety of sources to inform the setting of priorities, the investment of resources, and the evaluation of past efforts.
- Develop a wide variety of public agency, employer, labor, and community partnerships.
- Use strong engagement techniques to partner with stakeholders to identify opportunities for collaboration to address shared challenges and opportunities.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Experience developing and managing memorandums of understanding, partnership agreements, instructional service agreements, contracts and other documents.
- Utilize, integrate and develop complex spreadsheets and databases to make presentations and present proposals.
- Operate a computer and use standard business software including cloud-based applications that support collaborative editing and management of documents.
- Communicate effectively, both orally and in writing and through a variety of technology including email, electronic messaging systems, video conference systems, and web and cloud-based platforms.

REQUIREMENTS

- COVID-19 vaccination or approved exemption and masking as mandated by CLPCCD, is required.
- Contractor will be required to show proof of independent contractor status by showing a current business license, and completing vendor profile, W9 and other forms.
- Contractor will have office space available at the CLPCCD Pleasanton office to be used as needed.
- Occasional evening, holiday and/or weekend work may be required.

COMPENSATION

\$14,583 monthly, with an annual expense account for professional development and travel not to exceed \$11,240, payable upon receipt of invoices on a monthly basis. Payment is net 30 days.

FOUNDING PRINCIPLES FOR A REGIONAL DIRECTOR (RD)

Regional Directors are responsible to a set of stakeholders for facilitating shared efforts to improve the performance of a portfolio of programs

STAKEHOLDERS

Each Regional Director has a set of defined stakeholders.

Stakeholders are responsible for:

- Informing the selection of objectives
- Setting the objectives and key results
- Making satisfactory progress on the objectives
- Evaluating the performance of the RD

Stakeholders may include:

- College representatives (Faculty, Program Chairs, Counselors, Career Services staff, Administrators, Bay Area Community College Consortium (BACCC) College Reps, other college staff)
- K-12 administrators, faculty, staff
- Students
- Employers who will be directly hiring students
- Industry association representatives
- CTE program alumni working in the field
- Other workforce development providers as appropriate (K-12, WDB, Adult Ed)
- Other workforce development stakeholders (Community Based Organizations, Economic development organizations)

SHARED EFFORTS

Regional Directors have a particular responsibility for understanding employers' interests, identifying where these intersect with college interests and capabilities, and facilitating engagement between employers and colleges that results in shared efforts to improve student employment outcomes.

Regional Directors are responsible for facilitating, coordinating, project managing work that engages multiple colleges and other stakeholders and that is substantially more effective or even only possible because it involves multiple entities.

Regional Directors are members of an extended team of regional support staff including K-14 Technical Assistance Providers, K12 Pathway Coordinators, Guided Pathway Regional Coordinators, the Center of Excellence for Labor Market Information and the BACCC core staff, that support each other's efforts, join together on common projects, and make use of each other's unique knowledge, skills, and abilities.

Regional Directors are encouraged to connect with those in similar roles in other regions, and to undertake collaborative efforts where doing so may produce better outcomes than is possible working independently.

Projects undertaken have substantial commitment from clearly identified stakeholders.

Regional Directors have almost no resources under their direct control. Resources needed to support shared efforts must come from the stakeholders, the RJV Fund, or grants and other resources.

Regional Directors seek out funding opportunities and facilitate the engagement of stakeholders in obtaining resources to support attainment of the objectives and key results endorsed by stakeholders.

PERFORMANCE IMPROVEMENT

Regional Directors are responsible for facilitating a process that engages stakeholders in setting objectives and key results that have the best opportunity for improving the performance of the programs in the RD's portfolio.

Performance is measured in terms of the region's 3 goals:

- pathways to livable wages
- closing labor market gaps
- equity in enrollments, completion, job placement

Progress towards meeting the objectives is tracked by specifying measurable key results that clearly indicate progress towards the ultimate goals of job placement in careers that lead to livable wages.

Regional Directors are responsible for developing and project managing the execution of a workplan for achieving the objectives and key results set in consultation with the stakeholders. The RD is encouraged to acquire resources that enable significant elements of a workplan to be executed by others thereby enabling the RD to have a broader impact.

REGIONAL DIRECTORS WILL BE SUPPORTED IN CARRYING OUT THIS ROLE BY A STANDARD FRAMEWORK, TOOLS AND TIMELINE

BACCC provides a standard framework, tools, and timeline for

- Gathering input from stakeholders
- Presenting and analyzing performance data
- Presenting and analyzing labor market information
- Formulating and proposing objectives and key results intended to provide the best return on effort
- Convening stakeholders to set objectives and key results
- Collecting and making accessible in an on-line platform RD objectives, key results, and progress reports on key results
- Review and evaluation by stakeholders of progress made