

# Classification and Qualification



# STANDARDS

The California State University System

## Special Assistant, EOP

*Class Code 5250*

*Date Established 10-01-70*

*Date Revised 01-01-78*

*Occupation Index Reference H-1*

*(Chancellor's Office Use Only)*

### DEFINITION:

Under general direction, provides assistance to the Statewide Coordinator of EOP by conducting a wide variety of studies, management reviews and evaluations of systemwide EOP operations.

### Examples of Typical Activities:

Based on general instructions indicating only the particular program operations to be covered, the performance of the following functions are involved:

1. Development of an 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.
2. 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 EOP student performance with regular student performance involving such factors as grades, academic load, course mix, etc.
3. Preparation of justifications to be used for budget proposals as well as preparation of detailed reports covering the use of budgeted funds.
4. 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 of the EOP program.
5. Preparation of 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.

### GENERAL CLASS CHARACTERISTICS:

The EOP operations are covered by a wide range of written policy, regulatory and procedural statements. The performance of functions typical of this class 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 class generally clear all such decisions or actions with the Coordinator of EOP.

Incumbents of positions in this class are responsible for developing and/or revising methods of evaluation, reporting requirements or format and methods of follow-up as related to EOP operations. Generally, new developments or revisions of a substantial nature are discussed with the Coordinator of EOP prior to implementation.

Incumbents of positions in this class will have a wide range of personal contacts with various members of the campus staffs, with individuals responsible for directing the EOP operations on campus, with individuals participating in the program, with other 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.

**MINIMUM QUALIFICATIONS:**

**Knowledges and Abilities:**

Thorough knowledge of principles of administrative analyses; working knowledge of survey principles and techniques and skill in their application; general knowledge of or ability to learn quickly State University and College budgeting policies and procedures as well as the special program funding practices of the Federal government; ability to understand, interpret and comply with the operations of the Educational Opportunity Program; ability to enlist the cooperation of a wide range of individuals representing various offices and State and Federal agencies in support of the program: ability to work cooperatively with others.

and

**Experience:**

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

and

**Education:**

Equivalent to graduation from a four-year college or university.

**Work Week Group:** 4C  
**Premium O/T:** No  
**Shift Differential:** No  
**Employee Category:** Administrative