

## EXEC ADVISOR MGR 3

JD ID: 29396345 | Job Code: 000559

Department HR Coordinator

Organizational HR Coordinator

HR Classification Analyst

Job Classified ✓

## Job Description Overview

*No Employee Attached***Working Title:** Associate Chancellor**Department Head:** Kim Wilcox**Effective Date:** *Not Specified***Supervisor:** Kim Wilcox**Department:** Chancellor's Office - Gen Ops**Personnel Program Code:** 2 - Management & Sr Professional**FLSA:** Exempt**HEERA Code:** A - Manager, Not Confidential**Grade:** Grade 30

## Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
000557	EXEC AST 5	1.0
007399	PROJECT POLICY ANL 4	1.0

## Generic Scope

Oversees through subordinate managers one or more large, complex departments or business units with multiple functional disciplines/occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of

department resources and the development of systems and procedures to protect organizational assets.

#### Custom Scope

For the executive (i.e. Chancellor or Health System CEO), develops organizational policies and authorizes their implementation. Provides advice, guidance, and assistance to the executive. Represents the organization in location-wide and systemwide meetings and discussions. Recognized as an influential leader. Makes final decisions for the organization and ensures achievement of objectives. Erroneous decisions will have a serious impact on the overall success of the organization.

#### Level of Supervision Received

- **General Direction** - The incumbent receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Generally the incumbent is in charge of an area of work, and typically formulates policy for this area but does not necessarily have final authority for approving policy.

#### Position Custom Scope

Reporting to the Chancellor, the Associate Chancellor functions as Chief of Staff to the Chancellor, with responsibility for helping to implement the strategic objectives of the Chancellor. The Associate Chancellor functions with a high degree of autonomy and responsibility for identifying objectives, formulating strategies, directing programs, coordinating resources, reporting outcomes, and managing people to achieve goals. Represents and acts on behalf of the Chancellor with internal and external constituencies, promoting a culture of equity, diversity, inclusion, respect, and superior customer service. Plays a critical role in strategic planning, decision making, and execution of decisions. Provides analytical support on a broad range of complex issues and resolves or makes recommendations for resolution. Manages initiatives and campuswide program implementation on behalf of the Chancellor. Advises the Chancellor and other senior leaders on policy, programs, personnel, and internal and external relations. Acts on behalf of the Chancellor and has the discretion to make decisions and represent the Chancellor whenever needed. Regularly liaises with campus leaders and community members, the Office of the President, and the Regents. Oversees confidential and sensitive issues for the Chancellor.

#### Key Responsibilities

Description	% Time
-------------	--------

Description	% Time
Advises the Chancellor or Health System CEO on establishing organizational strategic plans and objectives.	15
Provides organization-wide influence on the identification and framing of systemic issues, and the formulation and advancement of approaches to address them. Represents the executive leadership on standing and ad hoc committees.	15
<i>Leads complex and high-impact major projects across a large and diverse enterprise. This includes managing the conception and launch of new organizations, campuswide initiatives, and programs.</i>	10
Plans, designs and implements programs and establishes direction, policies and procedures for division.	10
Makes long-term strategic decisions that reflect upon the organization as a whole, and may be emulated at other UC locations.	10
<i>Performs a critical role in the institutional strategic planning process to develop and implement institutional plans, aligning institutional resources to support the achievement of the goals and objectives included therein.</i>	10
Negotiates directly to achieve solutions with high level stakeholders such as faculty, senate committee chairs, senior administrators, other UC locations, Office of the President, public agencies and the community to develop solutions to complex problems; providing briefings on current and emerging issues.	10
Conceptualizes and implements initiatives to advance the executive's vision, including researching and drafting articles, speeches, and presentations.	5
Drafts public statements on behalf of the executive.	5
Interacts with senior management on controversial situations, customer negotiations, or influencing and persuading other senior level managers.	5
Develops and reviews items for the executive's signature; formulates recommendations, presents options and drafts responses. Drafts public statements on behalf of the executive.	5
Stays well-informed and keeping abreast of higher education current and emerging issues in order to provide the Chancellor or CEO broad perspective across the organization.	5
Directs the administrative operations, planning and budget of immediate office.	5
Provides leadership and mentoring to subordinate staff.	5
<i>These responsibilities include direct oversight for leadership and management including recruitment, performance management, and professional development. Provides oversight and strategic direction to staff in the Vice Chancellor for University Advancement (VCUA) office who produce events and communications for or on behalf of the Chancellor.</i>	5
Leads and/or participates in organizational design within and across divisions; ensures efficient re-structuring of work and staffing; obtains appropriate advice and resources in planning and implementation stages (HR, OD, Legal, Facilities, Budget, etc.).	5
<i>Provides administration and strategic guidance to multiple advisory boards and committees across campus.</i>	0
Monitors or implements legal or policy compliance measures.	0
Provides guidance and expertise to department management in developing techniques and processes.	0

**Description****% Time**

Negotiates and directs agreements with other research institutions and laboratories, community enterprises and contracts for facility usage and employment services.

0

**Education & Experience**

## Education Requirements

**Degree****Requirement**

Bachelor's degree in related area and/or related experience/training.

Required

Advanced degree.

Preferred

## Experience Requirements

**Experience****Requirement**

10 - 15 years of related experience.

Required

Previous supervisory/managerial experience.

Preferred

## Licenses

- *Not Specified*

## Certifications

- *Not Specified*

## Educational Conditions

- *Not Specified*

## Knowledge & Skills

Knowledge/Skill/Ability	Requirement
Advanced knowledge of the legal constraints and opportunities for higher education in the State of California and through Federal programs and regulations.	Required
Advanced knowledge of the organizational environment of higher education and large research universities to understand client priorities, issues, motivations and constraints.	Required
Ability to maintain strict confidentiality and to advise campus leadership on highly sensitive issues.	Required
Advanced knowledge of organizational processes, protocols and procedures.	Required
Sophisticated leadership abilities to establish department goals, and motivate and influence others to achieve.	Required
Excellent ability to establish mission and goals at the macro-level; to lead subordinate management to develop goals in alignment with mission.	Required
Excellent consulting, relationship building and strategic thinking skills.	Required
Thorough knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll.	Preferred

## Special Requirements & Conditions

Special Requirement/Condition	Requirement
Travel Outside of Normal Business Hours	Required
Travel	Required

## Environment

### Working Environment

- Campus

## Items Used & Other Requirements

## Items Used

- Standard Office Equipment

## Definitions of Requirements

- Occasionally - 33% of work day (1/3 or less)
- Frequently - 67% of work day
- Constantly - 68-100% of work day (2/3 or more)

## Physical Requirements

- **Bend** N/A
- **Sit** Frequently
- **Squat** N/A
- **Stand** Occasionally
- **Crawl** N/A
- **Walk** Frequently
- **Climb** N/A

## Mental Requirements

- **Read/Comprehend** Constantly
- **Write** Frequently
- **Perform Calculations** Frequently
- **Communicate Orally** Constantly
- **Reason & Analyze** Constantly

## Environmental Requirements

- **Is exposed to excessive noise** No
- **Is around moving machinery** No
- **Is exposed to marked changes in temperature and/or humidity** No
- **Drives motorized equipment** No
- **Works in confined quarters** No
- **Dust** No

- **Fumes** No

Critical Position

Is Critical Position: Yes

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_