

Job Family	General Administration	Job Summary	Involves providing strategic guidance, advising and decision making on behalf of an executive (generally defined as Chancellor, Vice Chancellor, or Vice Provost), relative to strategic academic and resource planning, short and long-range policy development, communications and high level analyses of new program development. In addition to executive advising, may also manage an independent program and / or professional staff engaged in a range of administrative functions.
Job Function	Executive Advising		
Category	Professional		

Job Level	Entry	Intermediate	Experienced	Advanced	Expert
Job Title			Executive Advisor 3	Executive Advisor 4	Executive Advisor 5
Job Code			4341	0554	0555
Tracking Code			A0791	A0247	A0248
Per. Program	PSS	PSS	PSS	MSP	MSP
FLSA	Non-Exempt	Non-Exempt	Exempt	Exempt	Exempt
Generic Scope	Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making.	Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.	Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.	Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.	Recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. May direct programs with organization-wide impact that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level.
Custom Scope			Uses skills as a seasoned, experienced professional with a full understanding of functional practices and policies and procedures; resolves a wide range of issues in imaginative as well as practical ways. Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Cultivates internal and external contacts.	Serves as key strategist with the Executive in initiating and developing new strategic direction, long- and short-range plans and innovative initiatives. Has high level authority to make official commitments and to broadly represent the Executive's interests across the organization. Responds to issues with little or no precedence. May manage and administer independent program(s), typically with organization-wide impact. May manage professional staff handling diverse administrative functions such as human resources and budgetary planning. Uses advanced concepts and organizational objectives to resolve highly complex issues. Regularly works on highly complex	Serves as lead strategist and has broad level authority to represent the organization with constituencies such as faculty, senate committee chairs, senior administrators, other UC locations, Office of the President, public agencies and the community. Advisor to senior executive who is responsible for a highly complex or diverse and broad organization, and / or over functions that are mission-critical in nature. Incumbent may hold unique high-level responsibility such as representing the university as a board officer. Provides direct policy and communications expertise, collaborating with senior executives on short- and long-range planning. Participates on committees,

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				issues or problems which require analysis of unique issues / problems without precedent and / or structure. Exercises a high level of judgment in selecting methods, techniques and evaluation criteria for obtaining results.	task forces responding to a variety of issues and handling sensitive negotiations with little or no precedence, requiring expedient and diplomatic action. Applies breadth and depth of institutional knowledge to develop sound long and short term strategic plans and build relationships with key constituencies and stakeholders. Identifies, formulates and advises on policy development and implementation. Exercises judgment in selecting methods, techniques and evaluation criteria for obtaining results. Internal and external contacts often pertain to organizational plans and objectives. Is considered a subject matter expert within the organization and often recognized as an expert externally in the industry.
Key Resp 01			Negotiates directly with mid- to high-level stakeholders at various UC locations and public agencies and the community to develop solutions to moderately complex problems.	Negotiating 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 key issues.	Steering and coordinating the implementation of long and short term strategic and operational plans. Ensuring schedules and plans are established, parties are informed and prepared, and any barriers (that is, resource allocation, training, staffing, etc.) are brought to the attention of the appropriate group for resolution.
Key Resp 02			Provides guidance in establishing a partnership with program directors within the executive's area, and with departments / units.	Represents the executive with authority to make decisions on high-level task forces and long- and short-range strategic planning groups.	Participating with executives in short- and long-term strategic planning with organization-wide impact.
Key Resp 03			Leads complex projects, requiring facilitation and collaboration with representation across functions / locations.	Providing leadership in establishing a partnership with program directors within Executive's area, and with other organizational units.	Providing organization-wide influence on the identification and framing of systemic issues, and the formulation and advancement of approaches to

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					address them. Representing the Executive with authority to make decisions on high-level task forces and long- and short-range strategic planning groups.
Key Resp 04			Supports leadership to enact policy and administrative change, developing strategies for change management to remove barriers to goal achievement.	Handling highly complex and critical projects and leading projects of significance requiring facilitation and collaboration with representation across organizational functions.	Negotiating 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.
Key Resp 05			Provides analysis on a broad range of issues, including new program proposals.	Providing high level analyses on a broad range of issues, including new program proposals.	Identifying or negotiating between control units for resources (example: re-organizations, start-ups of large scope units or administrative models).
Key Resp 06			Supports leadership transition planning.	Participates in leadership transition planning.	Participates in leadership transition planning.
Key Resp 07			Guides new leadership in organizational and Regental protocols, overall operations within areas of responsibility, and initiative and program planning and management.	Acculturating new leaders in organizational and Regental protocols, overall operations within areas of responsibility, and initiative and program planning and management.	Acculturating new leaders in organizational and Regental protocols, overall operations within areas of responsibility, and initiative and program planning and management.
Key Resp 08				Assists in the recruitment process for Senior Management.	Overseeing or managing the recruitment process for key management.
Key Resp 09				Defining the position, developing the recruitment plan, and assisting with forming the selection committee.	Defining the position, developing the recruitment plan, and assisting with forming and staffing the selection committee. May chair or participate on selection committee.
Key Resp 10				Providing strategic oversight for the development of the annual budget; determining expense priorities, recommending and implementing	Providing strategic oversight for the development of complex annual budget; determining expense priorities, recommending and implementing

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				changes to methods, unit planning, staffing, programs and other financial activities.	changes to methods, unit planning, staffing, programs and other financial activities.
Key Resp 11				Provides a framework for policy and administrative change, developing strategies for change management to remove barriers to goal achievement.	Provides a framework for policy and administrative change, involved with change management, developing strategies to remove barriers to goal achievement.
Key Resp 12				Stays well-informed and keeps abreast of higher education's current issues to provide the executive with broad perspective across the organization.	Stays well-informed and keeps abreast of higher education's current and emerging issues to provide the executive broad perspective across the organization.
Key Resp 13				Performs highly complex resource research and studies for both internal department and external constituents.	Independently performs the most complex research and studies for both internal department and external constituents.
Key Resp 14				Initiates and designs studies, summary reports and background materials including approaches, trends, sources and uses, etc., that have a significant impact on individual or multiple departments.	Directs, analyzes, and prepares recommendations for resource plans having critical, organization-wide impact.
Key Resp 15				Administers small to mid-level independent program(s), typically with broad and / or organization-wide impact.	Administers mid-level to large independent program(s), typically with broad and / or organization-wide impact.
Education 1			Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.
Education 2			Advanced degree preferred.	Advanced degree preferred.	Advanced degree preferred.
Education 3					
Education 4					
License 1					
License 2					
License 3					

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License 4					
Cert 1					
Cert 2					
Cert 3					
Cert 4					
Spec Cond 1					
Spec Cond 2					
Spec Cond 3					
Spec Cond 4					
KSA 01			Thorough knowledge of departmental processes, protocols and procedures.	Advanced knowledge of the organization's processes, protocols and procedures.	Expert knowledge of organizational processes, protocols and procedures.
KSA 02			Strong skills in short- and long-range planning, program and project management, facilitation and collaboration.	Advanced skills in short- and long-range planning, program and project management, facilitation and collaboration.	Working knowledge of organization and system-wide organizational reporting structure, as well as an understanding of the interactive roles of management throughout the organization.
KSA 03			Sound strategic thinking and consulting skills in guiding the department toward workable strategies and solutions.	Sound strategic thinking and consulting skills in guiding the organization toward workable strategies and solutions.	Demonstrates advanced strategic thinking and consulting skills in guiding the organization toward workable strategies and solutions.
KSA 04			Strong ability to focus on priorities, strategies, and vision.	Proven ability to focus on priorities, strategies, and vision.	Knowledge of the organizational environment of higher education and large research universities to understand client priorities, issues, motivations and constraints.
KSA 05			Strong ability to coach, facilitate and influence people at all levels.	Advanced ability to coach, facilitate and influence people at all levels.	Advanced consulting, relationship building, and strategic thinking skills.
KSA 06			Strong ability to build and maintain relationships with a broad range of staff and members of the community.	Advanced ability to build and maintain relationships with a broad range of staff and members of the community.	Advanced analytical, problem-solving, project planning and implementation skills.
KSA 07			Knowledge of common computer application programs.	Knowledge of common organization-specific and other computer application programs.	Knowledge of the legal constraints and opportunities for higher education in the State of California and through Federal programs and regulations.

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KSA 08				Financial analysis and reporting techniques.	Skills to effectively lead highly significant engagements from inception to conclusion.
KSA 09					Highly-skilled in navigating complex organizations.
KSA 10					Advanced written, verbal and presentation skills for influencing and facilitating sustained change.
KSA 11					
KSA 12					
KSA 13					
KSA 14					
KSA 15					
Environment			Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.
Career Path 1			Executive Advisor 4	Executive Advisor 5	Career Path open
Career Path 2					
Career Path 3					
Career Path 4					
Career Path 5					
Career Path 6					