

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: APPRENTICESHIP PROGRAM & GRANT INITIATIVES SPECIALIST

BASIC FUNCTION:

Under the supervision of an assigned administrator, leads the implementation and administration of an assigned apprenticeship or other grant-funded program; coordinates and advances county initiatives; manages program implementation; aligns resources, partners, and activities to meet objectives; oversees budgeting, resource allocation, and financial reporting; represents the SCCOE as a liaison among partners; and ensures effective implementation, compliance, and reporting.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

- Oversees the daily operations of assigned programs; works collaboratively with internal and external partners to lead and coordinate program initiatives; ensures activities are aligned with program goals and are in compliance with applicable requirements.
- Represents the SCCOE in complex, multi-agency, grant-funded projects and programs, including strategic partnerships, planning efforts, and implementation activities to ensure alignment with program and organizational goals.
- Plans and coordinates outreach and enrollment efforts for apprentices and other program participants; hosts information sessions, determines eligibility, provides technical assistance, and monitors, tracks, and supports participant progress.
- Works collaboratively with internal and external partners to ensure the success of apprentices, participants, and other related grant-funded initiatives, serving as a liaison between participants, mentors, partners, and community resources. Connects participants with resources, including but not limited to mentors, tutors, childcare, and transportation, to support program retention and completion.
- Prepares and maintains a variety of reports, records, and files related to assigned activities.
- Develops, tracks, and maintains data from multiple sources to monitor program progress and outcomes; uploads required data to appropriate databases or platforms to meet program deadlines and reporting requirements.
- Administers complex budgeting, resource allocation, and financial reporting related to assigned programs; may participate in researching, writing, and managing grant proposals and contracts to support program sustainability.

- Develops contract language for MOU partnerships; collaborates with appropriate SCCOE personnel to process contracts, timesheets, MOUs, IOSAs, Requests for Proposal, and letters of agreement as they relate to budget and fiscal responsibilities.
- Supports and leads other county grant-related initiatives, as assigned, to promote alignment, collaboration, and effective implementation of strategic, grant-funded projects.
- Plans and leads events such as workshops, meetings, site visits, and support sessions to enhance participant experience and promote engagement, retention, and overall program success.
- Monitors participant progress and maintains accurate records related to recruitment, enrollment, assistance, and outcomes; collects, tracks, and uploads program data to required databases or platforms to meet reporting deadlines and grant deliverables.
- Operates a computer and assigned software programs; operates other office equipment as necessary.
- Drives a vehicle to conduct work as assigned.

OTHER DUTIES:

- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Principles, operations, and procedures related to program coordination and project management.
- Budgeting, resource allocation, and financial reporting.
- Basic principles of contract management.
- Grant compliance and reporting requirements.
- Data collection, analysis and reporting methods.
- Techniques for conducting outreach, recruitment and participant engagement.
- Modern office practices, procedures, methods, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills including tact, patience, and courtesy.

ABILITY TO:

- Represent the County Office in various complex, multi-agency projects and initiatives.
- Perform project management.
- Coordinate daily program operations and activities.
- Establish and maintain effective working relationships with internal and external stakeholders.
- Plan and organize work to meet schedules and deadlines.
- Maintain accurate records.
- Prepare and monitor records and reports.
- Assist with budgeting, resource tracking, and financial reporting.
- Interpret and apply applicable rules, regulations, policies, and procedures.

- Prepare and deliver oral presentations.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.
- Work independently with little direction.

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams.
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
- Demonstrates emotional intelligence.
- Models inclusive, effective, and authentic communication.
- Applies understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:*Any combination equivalent to:*

- Bachelor's degree in public administration, business administration, education or a related field, and
- Three (3) years' experience leading the implementation and coordination of grant-funded programs or projects, including experience with budgeting and financial reporting. Knowledge of apprenticeship program design is highly desired.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling, or crouching to retrieve and file materials.
- Sitting for extended periods.

HAZARDS:**Disaster Service Worker**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all

public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: September 10, 2025



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/10/25