

Career Development Plan

<i>Employee Name</i>	<i>Sac State ID#*</i>	<i>Email</i>
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<i>Classification</i>	<i>Bargaining Unit</i>	<i>Department</i>
Administrative Support Coordinator	R07	Human Resources

* Employees can view their Sac State ID in the [My Sac State](#) employee portal.

Purpose

The Career Development Plan (CDP) is a framework designed to empower employees to articulate their career aspirations within the organization. It outlines actionable steps to achieve these goals, fostering a proactive approach to career growth.

- **Collaborative Effort:** This plan is most effective when developed in collaboration with a manager who can provide valuable insights and help identify growth opportunities.
- **Guidance and Resources:** Employees should utilize the supplemental [Career Development website](#) as a reference when completing this form.
- **Focus on Growth:** Identifying areas for growth is a key component of this plan, aimed at future development.
- **Voluntary Participation:** Participation in the CDP is entirely voluntary and is distinct from the Performance Evaluation process.

Step 1: Identify Your Career Objective

Objective

How would you like to grow in your current position? Or what future roles within Sacramento State or the California State University system are you aspiring to achieve? Reference [Sac State Careers](#), [CSU Classifications](#) and [CSU Careers](#) for ideas.

Manager of Division Operations or Director of Shared Business Resources

Knowledge, Skills and Experience Needed

List knowledge, skills, experience, and education needed for this position or objective. Note if each is required or preferred.

Required Qualifications

EDUCATION:

1. Bachelors Degree from an accredited four-year college or university or equivalent work experience.

EXPERIENCE:

2. Five or more years direct experience with budget development, implementation, and oversight including multiple departments or offices.
3. Five or more years experience with personnel management, as it pertains to resource planning and/or aligning unit operations with institutional priorities and goals.

4. Experience with strategic planning, operational goal planning, operational assessment and program evaluation.
5. Proficient in the use of: Microsoft Office Suite (Excel, Word, Outlook), Visio, Oracle, internet browsers, standard office equipment and machines.

KNOWLEDGE, SKILLS, AND ABILITIES:

6. Demonstrated understanding of the primary operational areas reporting to the position: budgeting, personnel processing, and information technology.
7. Demonstrated leadership skills in a large, multidepartment organization.
8. Ability to analyze, evaluate and communicate complex, sensitive financial and personnel information, policies and processes.
9. Demonstrated ability to exercise independent judgment to resolve unexpected or unprecedented situations.
10. Ability to understand and evaluate complex problems from a future-oriented and broadly interactive perspective and to readily develop proactive solutions that integrate strategic goals into tactical operations.
11. Excellent interpersonal and communication skills including the ability to work collaboratively to build consensus, to achieve goals and objectives, and to resolve difficult situations.
12. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community

Preferred Qualifications

13. Masters degree in Business, Higher Education or Public Administration from an accredited four-year college or university, or equivalent work experience (demonstrated by 10 or more years experience). Experience in higher education budget development, implementation, and oversight.
14. Experience supervising or managing employees in a union/collective bargaining environment.
15. Experience using PeopleSoft Common Management Systems (CMS) and Common Financials System (CFS).
16. In-depth expertise and knowledge of university fiscal policy, processes, procedures and regulations within the CSU system.
17. In-depth knowledge of CSU personnel practices and policies including bargaining agreements and payroll processes.
18. In-depth knowledge of CSU information technology practices and policies including operational use of artificial intelligence in a higher education setting.

Current Strengths and Transferable Skills

What are your current skills and strengths? What past or volunteer experiences could be leveraged? If required for the career objective, what is your evidence of attainment? (e.g. professional or volunteer experience, education, training, accomplishments, etc.)

- Associates degree in Business.
- Some past department budgeting experience
- Recruitment committee member
- Basic understanding of the primary operational areas reporting to the position: budgeting, personnel processing, and information technology.
- Foundational interpersonal and relationship-building skills
- Strong experience with Microsoft Office Suite (Excel, Word, Outlook), Visio, internet browsers, standard office equipment and machines.
- Foundational knowledge of university fiscal policy, processes, procedures and regulations within the CSU system.

Step 2: Identify Areas for Development

Consider:

- **Strengths to Develop or Utilize:** Which of your strengths would you like to enhance or use more frequently?
- **Opportunities for Further Development:** In which areas do you see potential for growth to achieve your career goals?
- **Gap Analysis:** What are the differences between the skills, experience, or education you currently possess and what is required to meet your goals?
- **Perception Challenges:** Are there any perceptions or biases you need to overcome or address?

Development Plan: List the identified gaps and outline your plan to acquire the necessary skills, experience, or education. *Reference position descriptions/job postings from [Sac State Careers](#), [CSU Classifications](#) and [CSU Careers](#) for ideas.*

<i>Qualifications, knowledge, skills and abilities (Required or Preferred?)</i>	<i>What is my evidence of this qualification or skill, if any?</i>	<i>Next steps to meet this qualification or develop this skill?</i>
Required: Bachelor's Degree Preferred: Masters degree in Business	Not met	Use the CSU Fee Waiver program to obtain an undergraduate degree then an MBA.
Required: 5 years budget development, implementation and oversight	Off-campus volunteer work: Non-profit budget development and treasurer role	Request mentoring in CSU budgeting and offer to be trained provide occasional department budget support.
Required: 5 years personnel management, resource planning, aligning	Currently a "lead" for 1 staff and 2 student employees. Project Management certification.	Complete "Principles of Supervision for Leads" program.

<i>Qualifications, knowledge, skills and abilities (Required or Preferred?)</i>	<i>What is my evidence of this qualification or skill, if any?</i>	<i>Next steps to meet this qualification or develop this skill?</i>
operations with institutional priorities		Talk with manager about streamlining operations that have a direct contribution to department and institutional priorities.
Required: Experience with strategic planning, operational goal planning, operational assessment and program evaluation.	Not met.	Volunteer for a committee that does program assessment. Consider ways to assess office operations or services to students.
Required: Excellent interpersonal and communication skills including the ability to work collaboratively to build consensus, to achieve goals and objectives, and to resolve difficult situations.	Not met.	Complete public speaking and presentation learning. Recommend facilitating a process mapping exercise on a problematic process. Ask to prepare and present a presentation regarding process or procedural changes.
Required: Ability to understand and evaluate complex problems from a future-oriented and broadly interactive perspective and to readily develop proactive solutions that integrate strategic goals into tactical operations.	Not met.	Take a class on public policy and/or ask to meet and interview leaders developing and operationalizing proactive solutions to complex issues. Perhaps ask to join a committee working to improve a complex process.

Step 3: Action Plan

List your short-, mid-, and long-range goals to obtain the necessary skills, experience or education. Prioritize and add anticipated timelines. Briefly outline the steps you plan to take to reach your objective.

Definitions:

- *Professional Development Activity:* Courses, workshops, certificates, special training activities, work experience, future job assignments, special projects, rotational assignments, targeted training, volunteer work, etc. The [Collective Bargaining Agreement \(CBA\)](#) may offer additional options.
- *Manager Support/Resources Requested:* Release time, introductions, project or assignments, training suggestions, tuition assistance/fee waiver, etc.
- *Mutually Beneficial Outcomes:* How are these outcomes mutually beneficial for you and your department?
- *Target Date:* A date by which you can realistically complete this activity. Can be changed/revisited.

<i>Professional Development Activity</i>	<i>Manager Support Resources Requested</i>	<i>Mutually Beneficial Outcomes</i>	<i>Target Date</i>
CSU Fee Waiver to obtain a business degree	Release time for up to one class (if during work time).	Business knowledge benefits our department operations	May 2030
Ask to be mentored by division budget analyst	Recommend how this might work. Discuss with Class/Comp.	Provide back-up support for the division budget analyst	May 2027
Principles of Supervision for Leads	Request approval to attend training	Skills can be immediately applied to current role	2026/2027
Prepare and present a presentation on a process change	Manager to determine	Assist with change management, and communication	TBD

(Optional) If your plan includes an academic goal, please complete the following:

<i>What is your highest level of education?</i>	Associate's degree
<i>If you have other degrees or certifications, please list them.</i>	Certificate in Project Management
<i>Please state your academic goal, such as a certificate, Bachelor's, Master's or Doctoral Degree and the Major, or if it is a Teaching Credential (Multiple or Single Subject).</i>	MBA

Important Tip: Check with the Benefits Office to see if you are eligible to use the Fee Waiver to help meet your academic goal. For more information, go to Sac State's Benefits [employee fee waiver](#) site.



Step 4: Acknowledgement

Career Development Plan (CDP) Signature Process:

1. Go to the [Career Development](#) website
2. Click **Route Career Development Plan for Signatures**