

MANAGER, CURRICULUM & SCHEDULING SERVICES

GENERAL DESCRIPTION OF CLASS

Reporting to the Dean of Instruction, leads the District's curriculum, schedule, and catalog data governance across the college Enterprise Resources Planning (ERP) and curriculum management systems. Supervises the Scheduling and Curriculum Analysts and manages the daily operations of the Curriculum and Scheduling Services office. Serves as the primary technical owner for related databases, integrations, and timelines; ensures accuracy, compliance, and auditability of course, program, catalog, and teaching load data; and produces actionable analytics to support enrollment strategy and resource allocation. Exercises independent judgment in interpreting title 5, Education Code, Chancellor's Office guidance, local board policies, and collective bargaining agreements. Partners with Admissions and Records,, Counseling, Financial Aid, Information Technology, Human Resources/Payroll, Marketing, and the Curriculum Committee to deliver a consistent, compliant student and faculty experience.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

Data Governance & Systems Ownership

- Owns data standards, validation rules, and audit trails for curriculum, class schedules, and the college catalog across Colleague and the curriculum management system; establishes Quality Assurance QA checks and exception reports; remediates data issues before term open. *
- Manages catalog year setup and Degree Audit requirements; ensures alignment among approved curriculum, Student Information System, and published catalog; maintains version control and release notes. *
- Implements change-management for schedule/curriculum changes; maintains a log of approvals consistent with title 5 and local policy. *
- Coordinates Chancellor's Office submissions and inventory updates; ensures accurate TOP/SAM/CIP and pathway coding. *

Compliance & Policy Interpretation

- Interprets and applies title 5, Education Code, Chancellor's Office memos, catalog rights, attendance accounting, and local policies; issues determinations and guidance to departments. *
- Ensures compliance of load calculations, reassign time, banked time, and workload limits under applicable Collective Bargaining Agreements (CBAs); partners with Human Resources and Payroll on contract implementation. *

- Advises on articulation, General Education (GE), and transfer designations in collaboration with the Articulation Officer. *

Operational Leadership & Analytics

- Supervises and develops the Scheduling Analyst and Curriculum Analyst; sets work plans, coaches performance, and builds cross-training depth. *
- Leads the term build: calendars, dependencies, and checkpoints; delivers capacity analyses (room, modality, time blocks), fill-rate targets, and what-if scenarios for deans/department chairs. *
- Publishes recurring dashboards (e.g., section health, conflicts, load exposure, catalog exception list) and executive summaries for the Dean of Instruction and CIO. *
- Oversees support for Curriculum Committee operations and technical review; ensures materials are accurate and published; delegates note-taking and packet prep as appropriate. *
- Partners with Marketing to supply authoritative catalog/program copy; ensures synchronization between systems and public-facing materials. *

Other Duties:

- Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
- May serve on a variety of District committees as requested.
- Performs other duties that support the overall objective of the position.
- Provides supervision, training, and evaluation of assigned staff; effectively communicates performance expectations, counsels employees, addresses performance concerns through established District policy and procedure in accordance with the collective bargaining agreement. *
- Plans, assigns, and coordinates work activities according to employee classification. Provides mentoring, training, and professional development opportunities for assigned staff.*

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Bachelor's degree;
- Three (3) years of progressively responsible experience that includes database/ERP stewardship and regulatory/contract interpretation; or an equivalent combination of education and experience.
- Demonstrated ability to supervise technical staff and lead cross-functional projects.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Experience with Colleague Self Service and Degree Audit or similar ERP systems such as Banner or PeopleSoft, curriculum management systems, a; familiarity with SQL or report writers (e.g., Argos, Power BI).
- Knowledge of title 5, California Education Code, Chancellor's Office curriculum guidance, and attendance accounting.
- Experience interpreting and operationalizing collective bargaining agreements.
- Project management training/certification (e.g., PMP, Agile/Kanban).

KNOWLEDGE, SKILLS, AND ABILITIES: The list below outlines the capability areas used in this role and supports job classification, selection criteria, onboarding, performance standards, and professional development. The examples are illustrative, not exhaustive, may evolve with operational needs, and may be met through transferable experience rather than identical prior duties.

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- Data governance, validation, and QA techniques; change-control and release management.
- Principles of capacity planning, section optimization, and load modeling.
- Regulatory frameworks: title 5, Ed Code, Chancellor's Office memos, catalog rights, CBA workload provisions.
- Skill in translating policy into operational rules and system configurations.
- Ability to build dashboards and interpret analytics for decision-makers; communicate complex topics to non-technical stakeholders.
- Leadership: coaching, delegation, cross-training, and continuous improvement.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Faculty scheduling, faculty load calculations, and load management.
- Sufficient math skills to perform financial and statistical record keeping.
- Collective bargaining agreements (CBAs) related to the area of assignment.
- Curriculum development and approval processes and procedures.
- Extracting, gathering, and analyzing data and making relevant recommendations based on that analysis.
- Website maintenance, updates and publishing best practices.
- Principles and objectives related to public education operations, programs, and services.
- Theories, principles, and best practices in supervision and training of assigned staff.
- Human relations skills to work productively and cooperatively with diverse students and staff.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.

Ability to:

- Independently perform the essential responsibilities of the position.

- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Conduct technical research, complete complex arithmetic computations, and prepare reports.
- Apply California Education Code, Title 5, and Chancellor's Office rules and regulations.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Extract, collect, organize, and analyze data; research and identify data inconsistencies.
- Prepare clear, concise reports, and recommendations.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Maintain records accurately and with a high level of sensitivity and confidentiality.
- Provide leadership, guidance, and technical assistance to assigned staff and other departmental personnel throughout the District.
- Train, mentor, supervise, and evaluate assigned staff.
- Foster a team-oriented, collaborative, and positive work environment.
- Incorporate and perform conflict resolution best practices.
- Work effectively with diverse populations.
- Establish and maintain effective and cooperative working relationships with internal and external constituents.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class supervises, oversees, and provides work direction to assigned staff, student workers, student assistants, and/or short-term, temporary employees. The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally

lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Work Environment**

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte-Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.