

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SCHEDULING AND CURRICULUM ANALYST

L179.200

BASIC FUNCTION: Under the general supervision of the Vice President of Instruction, performs a wide variety of specialized, complex and analytical duties requiring a definable body of knowledge and skill in order to provide a high level of technical support to area of assignment. Ensures the accurate and efficient processing of curriculum and scheduling related matters. Compiles data from a variety of sources to produce complex reports ensuring compliance with applicable policies, procedures, rules and regulations. Maintains the integrity of the District's master course and program files. Serves as the technical resource and contact person for curriculum, scheduling and instructor load matters and resolves related issues and/or concerns. Assists the Curriculum Committee and instructional departments. Ensures the standards of confidentiality are maintained at all times. Performs related work as required.

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 *)*

- *1. Processes curriculum for courses or academic programs, depending on assignment. Organizes and performs a variety of advanced specialized duties to coordinate the development and preparation of the class schedules.
- *2. Serves as the contact person for area of assignment and provides information and technical assistance regarding scheduling and curriculum matters, ensuring compliance with legal mandates, established policies, procedures, regulations and compliance and operational practices.
- *3. Creates the academic calendar for administrative review; builds terms, load periods, calendar dates and registration dates into the District's information system.
- *4. Serves on Technical Review Committee; takes notes on recommended changes, reviews for accuracy and compliance with District and state regulations.
- *5. Serves as technical and secretarial support for the Curriculum Committee; prepares and distributes agenda and minutes; attends meetings; takes notes; operates the online curriculum management software at Curriculum Committee meetings; trains committee members how to use the online curriculum management system; maintains curriculum website.
- *6. Coordinates, develops and publishes the curriculum and scheduling timelines, due dates, and deadlines.
- *7. Provides training and technical assistance to District staff, related to the curriculum and scheduling processes, operation of software systems, and District and state compliance and regulations.
- *8. Tracks and processes academic programs and/or courses through the online curriculum management system; updates and maintains academic program and/or course files in the District's database; codes academic programs and/or courses for entry in the database; updates the database with all new and modified academic programs and/or courses approved by the Curriculum Committee; assures accuracy and compliance with District and state regulations; prepares reports for consideration by the Board of Trustees; prepares and uploads new, revised, and deleted academic programs and/or courses to the Chancellor's Office online curriculum inventory system.
- *9. Coordinates, analyzes and maintains catalog years, academic programs and academic program requirements in the District's information system; sets up the catalog year in the District's database; identifies, tracks and updates revisions to academic programs and program requirements into Degree Audit screens; works with Admissions and Records, Counseling and Assessment to resolve program and program requirement issues and provides up-to-date information on certificate and degree changes and new or revised codes.
- *10. Takes and transcribes correspondence; prepares memoranda, reports, and other communicative documents that include technical terminology requiring a familiarity with legal mandates, policies, regulations, and operational procedures affecting the college curriculum.
- *11. Works in conjunction with the College Articulation Officer on tracking and approval of course transfer status and general education requirements for Butte, CSU and IGETC; enters and maintains data in the District's information systems.
- *12. Coordinates scheduling center activities including schedule timelines, collection of data from departments, entering into the District's information systems, data analysis, ensuring accuracy and compliance with District and government regulations, and providing technical support to departments regarding schedule development.
- *13. Calculates appropriate load, teaching arrangements and positions for faculty assignments based on a variety of instructional assignments including multi-instructor sections, spanned terms, stacked classes, prorated units and double/triple pay; coordinates the appropriate use of position structure with Human Resources to accurately capture cost of program information.

- *14. Provides administrative support in the management of faculty load; calculates, analyzes and monitors faculty workload limitations and reassigned time based on current bargaining agreement limits; serves as liaison with Payroll and Human Resources regarding load, leaves, and reassigned time; identifies, tracks, and enters all certificated reassigned time into the District's information systems; assists departments with load with load calculations and load limits.
- *15. Administers all hourly instructional assignment contracts; analyzes instructor workloads to assure contract compliance; and calculates percentages of full-time salary assignments to capture cost-of-program information.
- *16. Creates and distributes load bank applications; tracks and enters earned and used load bank assignments into the District's information systems; creates and maintains the load bank liability report; provides load bank accrual information to faculty; coordinates and determines load bank cash out in coordination with Human Resources and Payroll when faculty depart the District.
- *17. Obtains and provides information orally and in writing to faculty, staff, students, representatives of community and state agencies, general public and other District officials regarding District programs, courses, services, policies, procedures, regulations and requirements; interprets and applies rules and regulations as appropriate; assists in answering questions and resolving issues as appropriate.
- 18. Maintains, analyzes, and organizes a variety of records, logs, files, and reports including information of a confidential nature; maintains confidentiality of information.
- 19. Maintains and stays current on position specific terminology, relevant governmental regulations, Chancellor's Office guidelines and mandates, and legislative and statewide issues that have implications related to community colleges.
- 20. Serves on a variety of District committees as requested and/or required.
- 21. May perform other related duties as assigned, within the scope of the position.

MINIMUM QUALIFICATIONS:

- **EDUCATION AND EXPERIENCE:**

- An Associates Degree from an accredited college or university or the equivalent*; **AND**
- Two (2) years of experience closely related to the duties and responsibilities of this position; **AND**
- Graduation from high school or G.E.D. or the equivalent**.

* Associate's education equivalency equals two years of increasingly responsible related work experience for each full year (24-30 units) of college.

** High School education equivalency equals two years of increasingly responsible related work experience for each full year (24-30 units) of college.

DESIRED QUALIFICATIONS:

- Three (3) years of experience in an educational environment working with some scheduling and curriculum.
- Experience within a Community College.
- Proficiency in Microsoft Office.
- Proficiency working with databases.

KNOWLEDGE, SKILLS AND ABILITIES: *(May be acquired through education, training and/or experience.)*

Knowledge of: District policies, procedures, rules and regulations; laws and ordinances pertaining to the specific responsibilities of the position; California Community College Chancellor's Office rules and regulations; curriculum development procedures and approval processes; faculty scheduling; faculty load calculation and management; computer programs for effective database design, data warehousing and report writing; gathering and analyzing data and making relevant recommendations based on that analysis; proper grammar and vocabulary usage; website maintenance; effective oral and written communication skills; principles of public speaking; using appropriate software in the completion of job duties.

Ability to: interpret and apply District policies, rules and regulations; understand and implement the laws, rules and regulations related to curriculum development and scheduling; apply Ed Code, Title 5, and Chancellor's Office rules and regulations; make sound, educated decisions; work independently with an emphasis on detail; prioritize work load and meet deadlines; independently apply good judgment; take accurate minutes of meetings; effectively and fluently utilize computers and a variety of hardware and software programs to perform advanced-level document production including establishing and maintaining databases, calendaring systems, web sites, cloud based systems for sharing documents and creating spreadsheets; utilize keyboarding skills commensurate with the required functions for this position; develop and maintain complex records; analyze and research data and prepare clear and concise reports and recommendations; independently compose correspondence; communicate effectively both orally and in writing; follow and understand oral and written directions; establish and maintain cooperative working relationships with those contacted in the course of work; demonstrate a sensitivity to and a respect for diverse populations; work effectively with diverse populations; make required mathematical calculations rapidly and accurately; make public presentations; develop and maintain records accurately.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

No assigned permanent staff to supervise. May provide work direction to others.

PHYSICAL EFFORT:

Normal office environment. Sitting or standing for moderate periods of time may be required.

CONTACTS:

Faculty, staff, administrators, students and the general public.

WORKING CONDITIONS:

Normal office environment, travel may be required.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act., Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.