



**Classification Title: Academic Records Analyst**

<b>Department:</b>	Enrollment Services	<b>EEO6 Code:</b>	5
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	24
<b>Supervision Received From:</b>	Manager, Admissions, Records and Evaluations	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	Direction and Guidance	<b>Last Revision:</b>	9/2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Researches, analyzes and evaluates incoming transcripts and other academic records for equivalency and course transfer credit using independent judgment and the application of complex and specialized academic rules and regulations; validates courses, units and grades; and determines student advanced standing and completion of graduation and transfer requirements.

**DISTINGUISHING CHARACTERISTICS.**

The Academic Records Analyst is distinguished from Student Records Specialist by the former's responsibility for analysis and evaluation of incoming transcripts and other academic records and determination of their comparability in meeting Palomar College and transfer requirements. Academic Records Analyst is further distinguished from Lead Academic Records Analyst in that an incumbent in the latter class provides lead direction to other Academic Records Analysts and Student Records Specialists.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Evaluates incoming academic transcripts and records to determine equivalency, degree or program completion and transferability of course credits; analyzes course descriptions and syllabi for content, level, unit value and grading system using online curriculum resources, college catalogs, class schedules and other reference materials; follows up with other institutions to resolve questions and issues; verifies the institution's accreditation status; converts quarter units to semester units; applies course repetition and limitation policies where applicable; identifies, recommends and initiates potential degree and prerequisite substitutions for faculty review; utilizes transfer credit, academic advising and workflow processes to run degree audits, post transfer equivalencies, and initiates transfer credit database updates.
2. Documents evaluation decisions and recommendations; provides explanations of complex rules and regulations to students in the event of denial of credit transfers; advises students of any options available to them, including grade adjustments, academic renewal, course substitutions and changes in major; discusses issues with the relevant department chair/director.
3. Evaluates student academic records to determine student advanced standing following established procedures, in consultation with the Articulation Officer and department chairs/directors; makes determinations on completion of

Palomar College graduation and University of California/California State University transfer requirements; validates units and grades for other purposes including veterans benefits, active duty evaluations and financial aid student academic progress requirements.

4. At the close of each term, validates student completion of degree, certificate and transfer requirements; posts degrees, certificates and transfer certifications in PeopleSoft; prints and mails diplomas and certificates.
5. Maintains a permanent record of transactions regarding academic records for verification and audit; responds to inquiries and provides information to students, staff, faculty, administrators, other institutions and the public on regulations, policies, procedures and guidelines.
6. Stays abreast of updates in District policies and procedures, general education and transfer credit policies, curriculum and articulation updates and current and emerging technologies.

**Marginal Functions:**

1. Serves as a resource and provides technical information to counselors, staff, faculty, administrators and other institutions.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Two years of progressively responsible experience performing academic records duties.

**Education/Training:** Equivalent to an associate degree from an accredited college or university with coursework in recordkeeping, statistics, business administration or a related field.

**Preferred Qualifications:**

Records analysis, computer proficiency and experience in a college office environment.

**Knowledge of:**

1. Goals, operations, services and activities of an academic records and evaluation program.
2. Methods, techniques and sources of information used in the analysis and evaluation of student records and transcripts.
3. Standards, requirements, practices, techniques and terminology involved in academic structures, transfer of credit and curriculum interpretation in post-secondary educational institutions.
4. College curriculum and general education transfer requirements.
5. Sections of the California Education Code applicable to assigned responsibilities.
6. The Family Educational Rights and Privacy Act and other state and federal laws, rules, regulations and policies governing student admissions, matriculation and articulation.
7. Operations of a computer and uses of standard business applications including word processing, spreadsheet and database software and other specialized software applications, including enterprise software and imaging systems.
8. Office administration practices and procedures, including filing and recordkeeping systems.
9. Research methods and procedures applicable to academic records

10. Business mathematics.
11. Principles and practices of sound business communication; correct English usage, grammar, spelling and punctuation.
12. Concepts, practices and techniques of customer service.

**Skill in:**

1. Interpreting, explaining and applying complex legal mandates, regulations, guidelines, policies and procedures applicable to assigned responsibilities with consistency and a high degree of accuracy.
2. Identifying issues, evaluating alternatives and reaching sound decisions within areas of assigned responsibility.
3. Making arithmetic calculations quickly and accurately.
4. Operating at an advanced level computer, enterprise software, word processing and spreadsheet software and other standard business equipment including imaging systems.
5. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
6. Preparing clear, concise and accurate records, data entries, reports and other written materials.
7. Communicating clearly and effectively, both orally and in writing.
8. Maintaining the confidentiality of department and student records and information.
9. Using tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
10. Establishing and maintaining effective working relationships with others encountered in the course of work.

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works under typical office conditions with extensive exposure to computer screens and frequent contact with faculty, students, family members, staff of other departments and the public, some of whom may be upset or angry.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; repetitive use of hands for extensive use of keyboards.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.