



Classification Title: Class Schedule Technician

Department:	Instruction Office	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	23
Supervision Received From:	Manager, Instruction Office	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	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.

Performs a variety of routine to moderately difficult and responsible duties in developing and presenting the District's master schedule of classes. Incumbents input data, maintain, track and edit class schedules, prepare a variety of reports, and perform quality assurance tasks associated with administering the schedule of classes and ensuring accurate compensation to faculty. Work requires a detailed understanding of the functions and operations of applicable software and modules of the District's computerized systems and close attention to detail to ensure changes are made with a high degree of accuracy in a timely manner.

DISTINGUISHING CHARACTERISTICS.

Class Schedule Technician is the entry-level classification in the Class Schedule Technician series and is distinguished from Senior Class Schedule Technician in that the latter classification performs more complex support in the development of class schedules.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Using technology tools, updates and maintains the class schedule data and instructor detail data in course management software; validates and corrects data entered by instructional departments; updates, revises and deletes data associated with classes, such as materials, course hours and locations, fees, pre-requisites/co-requisites, recommended preparation, units, and other data and codes; assists with the resolution of issues regarding class scheduling.
2. Assists with preparing complex procedures, directions and reference materials for instructional divisions/departments needed to develop the class schedule; monitors timelines and notifies departments of deadlines; provides information and assistance to faculty, staff and administrators regarding class schedule development including data requirements and classroom availability.
3. Generates routine and specialized reports on scheduled classes; assists in generating reports and performing data analysis and corrections to class listings in order to meet local, state and federal class scheduling guidelines.
4. Participates in developing training and reference materials for use by instructional departments; participates in delivering individual and group training related to class schedule development and data entry.

Marginal Functions:

1. Assists with the maintenance of the Instruction Office's section of the District website.
2. Provides routine clerical support for the department.
3. 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 increasingly responsible administrative experience involving the development of class schedules or college curriculum and associated responsibilities.

Education/Training: Equivalent to completion of the twelfth grade.

Preferred Qualifications:

Completion of college-level coursework from an accredited college or university.

Knowledge of:

1. Policies and procedures regarding curricula and class scheduling.
2. Applicable sections of Title 5 of the California Code of Regulations, various California Education Code sections and California Community College Chancellor's Office rules and regulations governing the requirements of scheduled classes.
3. Course management software programs and system processing procedures, codes and data elements used to build and maintain a master schedule of classes.
4. Basic methods and techniques used to develop college catalogs or class schedules.
5. Methods and techniques for the maintenance of assigned databases.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. Basic research methods and data analysis techniques.
8. Federal, state and local laws, regulations and court decisions governing area of assignment.
9. Modern office practices, procedures and equipment including computers and applicable software programs.

Skill in:

1. Working collaboratively with employees at various levels of an organization to complete class schedule database development processes efficiently and with a high degree of accuracy.
2. Providing information and guidance to faculty and staff on class schedule processes and procedures in a manner that encourages teamwork and cooperation.
3. Preparing class schedules for publication.
4. Reviewing and proofreading highly detailed class schedule information online and in paper formats and identifying errors, conflicts, omissions and other problems quickly and with a high degree of accuracy.
5. Interpreting, applying, explaining and reaching sound decisions in accordance with policies and procedures relative to assigned areas of responsibility.

6. Communicating clearly and effectively, both orally and in writing.
7. Preparing clear, concise and accurate reports, documents, data entries and other written materials.
8. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
9. 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.
10. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

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, stand and walk for prolonged periods and to use hands to repetitively finger, handle and feel computers and standard business equipment.

TERMS OF EMPLOYMENT.

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