



**Classification Title: Senior Class Schedule Technician**

<b>Department:</b>	Instruction Office	<b>EEO6 Code:</b>	5
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	27
<b>Supervision Received From:</b>	Manager, Instruction Office	<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.**

Performs a variety of difficult and responsible duties in developing and presenting the District's class schedule. Oversees and input data, and 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 for faculty. Work requires a detailed understanding of the functions and operations of applicable software and modules of the District's computer systems and close attention to detail to ensure changes are made with a high degree of accuracy in a timely manner.

**DISTINGUISHING CHARACTERISTICS.**

Senior Class Schedule Technician is the advanced journey/lead-level classification in the class schedule technician series and is distinguished from lower-level classifications by its thorough understanding of the class scheduling process and duties in longer-term planning and prioritization of unit activities.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

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

1. Assists in monitoring work of Instruction Office class schedule support staff for completeness, accuracy and conformance with District/divisional standards; provides information, guidance and training on work processes, operations, tracking and reporting, and technical procedures; resolves or escalates issues related to department operations, scheduling and human resources matters; coordinates and participates in the training and oversight of Academic Department Assistants' class schedule data entry.
2. Oversees and participates in the update and maintenance of the master class schedule using course management software; updates and maintains instructor detail data; validates and corrects data entered by instructional departments; updates, revises and deletes data associated with classes, such as materials, course hours and locations, fees, prerequisites/corequisites, recommended preparation, units and other data and codes; resolves issues regarding class scheduling.
3. Develops and proposes District timelines for each semester's class schedule process; applies dynamic date rules to establish other dates such as add/drop and census dates; represents the department on the Registration Committee and provides input on registration and enrollment dates and procedures.
4. Prepares complex procedures, directions and reference materials for instructional divisions/departments needed to develop the class schedule; creates materials for faculty regarding each semester's hourly payroll; researches and

develops new session blocks for classes as directed and updates computer systems to accommodate calendar changes; monitors timelines and notifies departments of deadlines.

5. Provides information and assistance to faculty, staff and administrators regarding timelines, policies and procedures related to class scheduling development including data requirements and classroom availability.
6. Researches, analyzes, recommends and/or completes reports and special projects upon request; generates routine and specialized reports on scheduled classes; generates reports and performs data analysis and corrections to class listings in order to meet federal, state and local class scheduling guidelines.
7. Maintains user documentation and procedures; initiates the updating of class schedule information on the District website as required and routinely updates reference materials on the Instruction Office's websites.
8. Conducts individual and group trainings and in-service programs for users related to class schedule development and data entry; develops training and reference materials for use by instructional departments.

**Marginal Functions:**

1. Makes changes to the system and payroll data after instructional department access is closed; monitors class enrollment and assists departments with changes in classrooms, staffing and cancellation of classes.
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:** Four years of increasingly responsible administrative experience involving the development of class schedules or 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. Title 5 of the California Code of Regulations, various California Education Code sections and California Community Colleges Chancellor's Office rules and regulations governing the requirements of scheduled classes.
3. College course or curriculum management software programs and system processing procedures, codes and data elements used to build and maintain a master class schedule at a highly detailed functional user level.
4. Methods and techniques used to develop college course catalogs or class schedules.
5. Methods and techniques for the development, maintenance and troubleshooting of assigned databases and related software.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. 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.

10. Basic practices and procedures of public administration for recordkeeping.

**Skill in:**

1. Assigning and inspecting the work of lower-level staff.
2. Working collaboratively with others encountered in the course of work to complete class schedule database-development processes efficiently and with a high degree of accuracy.
3. Providing information and guidance to faculty and staff on class schedule processes and procedures in a manner that encourages teamwork and cooperation.
4. Preparing college class schedules for publication.
5. 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.
6. Interpreting, applying, explaining and reaching sound decisions in accordance with policies and procedures applicable to assigned areas of responsibility.
7. Communicating clearly and effectively, both orally and in writing.
8. Preparing clear, concise and accurate reports, documents, data entries and other written materials.
9. Performing research and compiling a variety of complex administrative and statistical reports and tracking systems.
10. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
11. 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.
12. 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.