

CLASS SPECIFICATION
Curriculum/Schedule Technician

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, reviews, processes and enters schedule change forms for a variety of purposes to update and maintain the District's master schedule of classes; performs quality assurance processes to ensure accuracy of data in the master schedule; creates a variety of associated reports and documents; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Curriculum/Schedule Technicians perform a variety of difficult and responsible duties in developing, updating and maintaining the District's master schedule of classes. Incumbents input data, 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 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.

Curriculum/Schedule Technician is distinguished from Schedule Specialist in that an incumbent in the latter class has overall responsibility for coordinating and building master class schedules for each semester.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Receives and reviews schedule change forms to add or delete classes, change instructors, change class beginning and ending dates, add multiple instructors to a class, combine classes and for other purposes; ensures addition of an instructor to a class does not result in exceeding the permitted FTE for that instructor or obtains permission from Human Resources to do so; enters changes in the master class schedule database and maintains documentation of all changes made; follows up with instructional departments to clarify requested changes or obtain missing or corrected data; stages multi-part requested changes to ensure proper system processing; provides requested changes which are outside established protocols to the Schedule Specialist or Dean for approval prior to entry; generates added classes reports.
2. Performs quality assurance processes to ensure the accuracy of data in the master schedule file; reviews for accuracy and completeness and inputs schedule worksheet changes and other data into the master class schedule database; runs queries and validation reports to check for inconsistencies,

errors, discrepancies in codes and values and other problems; follows up with applicable instructional department to clarify changes and resolve problems identified and enters corrected information.

3. Using software tools and data from various sources, prepares a variety of associated report updates, lists and documents, including room chart forms, FTE trend analysis report, teaching FTE report, expense analysis reports, department head released time analysis report, demand analysis report and others, utilizing established procedures to validate and correct detailed data.
4. Using technology tools, sorts, creates and distributes room conflict reports; answers questions and identifies first priority room reservations in accordance with established procedures; uses system tools to search for available rooms for class sessions and other meetings; uses knowledge of facility location, room size and audio-visual capabilities to identify potential rooms available; makes and enters room reservations; maintains and updates an event calendar to ensure no conflicts in scheduled use of rooms; works with applicable departments to resolve conflicts in room usage; updates block time room availability and block time conformity reports.
5. Responds to instructional department questions on procedures for effecting desired schedule changes; explains codes to be used and methods for calculating FTEs.

OTHER DUTIES

1. Assists the Dean of Institutional Research and Academic Services in updating data in the Management Information Systems (MIS) report files sent to the Chancellor's Office; generates reports required for local, state and federal reporting purposes.
2. Inputs data and assists in updating the master course catalogue database; researches information and prepares special reports and forms as assigned.
3. Maintains Office library and facility manuals; assists in preparing requested reports and other documents.
4. Performs a variety of administrative support duties.

QUALIFICATIONS

Knowledge of:

1. District PeopleSoft application modules and system processing procedures and codes used to build and maintain the master schedule of classes and master course catalogue, at a detailed functional user level.
2. District class scheduling procedures, including procedures and limitations on the assignment of faculty loads.
3. Basic research methods and data analysis techniques.
4. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

5. Uses and operations of computers and standard business software including word processing, spreadsheet and database applications.

Ability to:

1. Organize, set priorities and exercise sound judgment within areas of responsibility.
2. Work collaboratively with department heads, school deans, academic support staff and others to process class schedule changes efficiently and with a high degree of accuracy.
3. Provide information and guidance to District staff on schedule change processes and procedures in a manner that encourages teamwork and cooperation.
4. Review and proofread highly detailed class schedule/class schedule/course catalogue change information and identify errors, conflicts, omissions and other problems quickly and with a high degree of accuracy.
5. Interpret, apply, explain and reach sound decisions in accordance with District policies and procedures.
6. Prepare clear, concise and accurate reports and other written materials.
7. Organize and maintain a variety of records and files.
8. Communicate clearly and effectively, both orally and in writing.
9. Use tact, discretion, courtesy and patience in dealing with sensitive, difficult and stressful situations.
10. Establish and maintain effective working relationships with District managers, deans, department heads, academic support staff, other District staff and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of progressively responsible administrative experience involving the maintenance of detailed records and reports utilizing PeopleSoft or an equivalent system; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

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 job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data and information; analyze and solve problems; use basic math; learn and apply new information or skills; perform highly detailed work with constant interruptions; and interact with District managers, deans, department heads, academic support staff, other District staff, consultants and others encountered in the course of work.

WORK ENVIRONMENT

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.

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