Long Beach Community College District  

CLASS SPECIFICATION  
Records Specialist  

FLSA Status: Nonexempt  
EEOC Job Category: Office and Clerical  
Union Representation: Represented  

GENERAL PURPOSE  
Under direction, performs specialized and complex admissions and records duties involved in the analysis, evaluation and certification of student records and transcripts for completion of certificate or degree requirements or completion of general education requirements for admission to other colleges and universities; and performs related duties as assigned.  

DISTINGUISHING CHARACTERISTICS  
Records Specialist is the journey-level class in the records class series. Under general supervision, incumbents learn and perform the full range of assigned records duties. Assignments vary, seldom require detailed instructions, and require sound judgment and initiative. Incumbents are also responsible for providing guidance and training to lower-level staff as necessary.  

Records Specialist is distinguished from Admissions & Records Technician in that incumbents in the former class performs the specialized and complex duties in the evaluation and certification of student transcripts and records, whereas incumbents in the latter class perform records duties focused on student academic history with the District.  

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. Performs complex and specialized duties involved in the evaluation and certification of student records and transcripts for completion of certificate or degree requirements or completion of general education requirements for admission to other colleges and universities; inputs and categorizes pertinent information for sorting purposes; implements guidelines stipulated in District curriculum guides for courses, electives, proficiencies and GPA; determines continuous enrollment and initial implementation of programs; computes units and grade points; verifies completion of courses in progress; performs accurate calculations and posting to transcripts of credits earned; prepares correspondence and notifies students of deficiencies or failure to meet specific requirements; advises and provides guidance to students on certificate issues and recommends courses of action; prepares certificate status reports for audit and reference purposes each semester.  

2. Reviews, analyzes and evaluates transcripts from other colleges and universities for certificates, degrees, general education breadth requirements and intersegmental general education transfer curriculum (IGETC); determines acceptability of accreditation database agreements; utilizes catalogs,
various means of communication and appropriate reference materials; interprets course descriptions for courses and units completed from other institutions and assigns corresponding course numbers and forwards to department head for review as necessary; determines and applies course equivalencies, substitutions, waivers, units and credits by examination; indicates repeated courses and other data; identifies upper and lower division courses; converts quarter and trimester units into semester units and computes units and grade points.

3. Assists with graduation and certification processes; reviews and directs graduation appeals and notifies students of results; determines student benefit from academic renewal for graduation purposes; computes overall total units, grade point average and honors; works with athletic staff to ensure completion of athletic eligibility for transfer to colleges and universities; prepares correspondence to students verifying completion of graduation requirements for other colleges; prepares and forwards IGETC certification to UC or CSU; notifies students of commencement exercises and specifics of ordering attire and related costs; prepares and distributes certification and graduation lists for each semester by name and degree or program and highlights students for special recognition; prints, codes, obtains signatures and mails out certificates to students; orders diplomas; types name cards of those participating in commencement ceremonies.

4. Determines student eligibility for advanced placement; determines credit to be awarded based on AP test scores and posts courses to student transcripts; maintains files and records of advanced placement scores for students not eligible to receive credit; notifies department heads of advanced placement changes, deletions or additions from the College Board.

5. Processes credit by examination applications; maintains lists of approved credit by exam courses and makes additions or deletions as appropriate; determines eligibility and collects fees from students; verifies student qualification and forwards forms to appropriate Dean for approval; notifies department heads and students of approval or denial and exam results; posts credit to student transcripts; determines refunds and forwards forms to Fiscal Affairs.

6. Processes high school articulation and ROP forms and military credit; researches student transcripts to determine credit to be assigned; posts appropriate coursework to student transcripts.

7. Processes student directed study forms; researches student records and verifies eligibility for directed study; forwards appropriate forms to department head for approval and notifies students of results; posts directed study to student transcripts.

8. Receives, separates, folds and distributes faculty roll books; enters grades and verifies and makes corrections to instructors line grading; enters positive attendance hours and drop reports; answers questions and assists instructors in entering grades on-line; contacts instructors to correct missing information and edits roll book information.

9. Researches student grade requests and forwards to instructors, department heads and Deans for approval; notifies students of results.

10. Provides technical assistance and guidance to students, staff, counselors, faculty and administrators in the interpretation and clarification of records, transcript, graduation, enrollment and certification policies, requirements, regulations and procedures; assists counselors, students, staff and other educational institutions with interpretation of curriculum guides, grade information and general
information; assists faculty with problems regarding class records; advises counselors as requested in analyzing student records.

11. Prepares and maintains a variety of records, reports and files; maintains information on policy changes and dates affecting certificate requirements, including current and historical curriculum guides and changes; collects and accounts for a variety of records fees, including duplicate diplomas/certificates, credits by examination and mailers; accounts for supplies in stock.

OTHER DUTIES
1. Creates, maintains and duplicates forms used by the Records Office.
2. Attends a variety of meetings, training sessions, seminars and conferences as assigned.

QUALIFICATIONS

Knowledge of:
1. Community college courses, curriculum, graduation and certification requirements.
2. Community college credit evaluation policies and procedures.
3. State colleges and universities and general education requirements.
4. Applicable sections of State Education Code and other applicable laws.
5. Federal, state and local laws, rules and regulations governing community college enrollment, graduation and certification.
6. Administrative practices and procedures, including record keeping and filing practices and procedures.
7. Modern office methods, practices and equipment.
8. Operation of standard business software and equipment.

Ability to:
1. Perform complex and technical duties involved in the analysis and evaluation of student records and transcripts for graduation, transfer and certification.
2. Interpret and explain rules, regulations, procedures, policies and catalogs regarding student registration, transcript evaluation, graduation, degree and transfer requirements.
3. Perform difficult and technical records evaluation duties.
4. Make arithmetic calculations quickly and accurately.
5. Analyze situations accurately and adopt an effective course of action.
6. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.

7. Interpret, apply, explain and reach sound decisions in accordance with District policies and federal, state and local regulations and requirements.

8. Communicate clearly and effectively, both orally and in writing.

9. Prepare clear, concise and accurate reports, correspondence and other written materials.

10. Operate a computer using word processing and other business software and other standard office equipment.

11. Organize and maintain specialized files.

12. Maintain confidentiality of District files and records.

13. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.

14. Establish and maintain effective working relationships with District management, staff, faculty, administrators, students, other educational institutions 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 graduation from high school or G.E.D. equivalent; and two years of increasingly responsible experience performing college admission and records duties; 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, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands 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 incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, faculty, administrators, students, other educational institutions 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.

Employees work under typical office conditions, and the noise level is usually quiet.