CLASS SPECIFICATION
Schedule Specialist

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

GENERAL PURPOSE
Under direction, plans and coordinates processes and performs complex and responsible work to develop the District's master schedule of classes; performs quality assurance processes to ensure accuracy of data in the master schedule; provides technical assistance and works closely with deans and other staff on scheduling processes and procedures and the resolution of problems; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Schedule Specialist serves as the central point of coordination for development of the District's master schedule of classes for the Fall, Spring and Summer. Work requires a thorough understanding of the District's computer systems and close working relationships with deans, Academic Administrative Assistants, Human Resources and a variety of other departments and staff to ensure the timely development of accurate course, class schedule, classroom, instructor and related information which is vital for District advertising, student registration, faculty payment and the production of various District, state and federally mandated reports. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Schedule Specialist is distinguished from Curriculum Publication Specialist in that an incumbent in the former class has overall responsibility for coordinating and building master class schedules for each semester while an incumbent in the latter is responsible for maintaining and updating the District's course catalogue and providing support for curriculum review and reporting processes.

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. Coordinates, develops and publishes the production calendar for building the schedule of classes each semester; obtains critical dates key departments including the Registrar, Fiscal Operations, Bookstore, Community Relations and Marketing, Human Resources and others; formulates a schedule development packet with critical path dates, resolves date/schedule conflicts and distributes to department heads, deans, academic support staff and others and posts to the District website; provides training and technical assistance to District staff who play a role in the scheduling process.

2. Using technology tools, creates a combine class report and crosswalk for prior and new term for review and revision by school deans; uses an audited and corrected current semester schedule file to
create and distribute schedule worksheets for new term lecture and lab classes; receives, analyzes completeness and accuracy and identifies errors on schedule worksheets from each school; following two cycles of review and revision, runs validation reports to identify and resolve any worksheet or programming errors; requests a final printer's proof of the master schedule and audits for completeness and accuracy; adds Distance Learning on-line, televised and hybrid classes; obtains final review comments from department heads, school deans and others, proofreads the galley proof and submits final page proofs and indexes to Community Relations and Marketing for publication.

3. Works with an outside consultant to prepare the schedule for printing and publication.

4. Generates instructor assignment reports, monitoring for faculty workload limitations based on collective bargaining agreement limits.

5. Ensures the quality and accuracy of data in the master schedule file; runs periodic validation reports as a result of additions and changes to classes throughout the semester; posts newly added classes and final exam schedules to the District website.

6. 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.

7. Serves as the lead functional expert for the PeopleSoft schedule of classes module; tests and reviews systems upgrades; maintains user documentation and procedures.

OTHER DUTIES

1. Works with the Registrar in resolving registration problems.

2. Designs and updates forms and other materials.

3. Oversees and reviews work of staff inputting schedule worksheet changes and other data into the system module database.

QUALIFICATIONS

Knowledge of:

1. District policies and procedures regarding curricula; curricula and instructional programs offered by the District.

2. Various Education Code sections applicable to establishing and processing college class schedules.

3. District PeopleSoft application modules and system processing procedures and codes used to build and maintain the master schedule of classes, at a highly detailed functional user level.

4. District class scheduling procedures, including procedures and limitations on the assignment of faculty loads.

5. Research methods and data analysis techniques.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

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

**Ability to:**

1. Organize, set priorities in a dynamic environment and exercise sound independent judgment within areas of responsibility.

2. Work collaboratively with department heads, school deans, academic support staff and others to complete class scheduling processes efficiently and with a high degree of accuracy.

3. Provide information and guidance to District staff on schedule processes and procedures in a manner that encourages teamwork and cooperation.

4. Review and proofread highly detailed class schedule information and identify errors, conflicts, omissions and other problems quickly and with a high degree of accuracy.

5. Read and interpret manuals and other technical materials applicable to the work.

6. Interpret, apply, explain and reach sound decisions in accordance with District policies and procedures.

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

8. Organize and maintain a variety of records and files.

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

10. Use tact, discretion, courtesy and patience in dealing with sensitive, difficult and stressful situations.

11. Establish and maintain effective working relationships with District managers, deans, department heads, academic support staff, other District staff, consultants 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 an Associate’s degree in a relevant field; and five years of progressively responsible administrative experience involving the development of class schedules and associated responsibilities; 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 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 multiple concurrent tasks; perform highly detailed work under changing, intensive deadlines 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.