

**POSITION DESCRIPTION / CLASSIFICATION REVIEW FORM**

The position description is the foundation for recruitment, determination of classification, formulation of work plans and the basis for performance management and evaluations. Supervisors are expected to review the position description with the employee: (1) when the employee begins the new assignment; (2) when the position description is revised; and (3) when the position is evaluated. Please note whenever there is a substantial change in the assignment, the position description should be revised and submitted to Human Resources to determine if there is a classification impact. This form is available on the HR webpage.

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| **Name of current incumbent** *(if filled position):* **John Doe** | | **Date:** 1/1/2018 | |
| *If vacant*, *name of previous incumbent*: | | | |
| **Job** (*Classification*) **Code:**  **1038** | **Job Title:**  **Administrative Analyst/Specialist Exempt l** | | **Position #:**  **(HR use only)** |
| **Working Title** *(optional*):  Curriculum Coordinator | | **Exempt**  **Non-Exempt** | |
| **Department ID:**  D12345 | **Department Name:**  **Office of the Registrar** | **Time Base:**  1.0 | |

1. **ACTION REQUESTED:**

Recruitment:

New position

Replacement:

No review required  Review needed – substantial changes made

Classification Review: (Section J required, Cabinet Officer signature required)

Initiate classification review (Organizational Chart must be attached)

*Requested by:*  *Employee*  *Supervisor/Administrator*  *CSU/HR*

Update existing position description:

No review required

Review needed – substantial changes made

1. **SIGNATURES:** Signature denotes that this position description is an accurate statement of assigned duties. As a supervisor, if you are not in agreement with duties described, please attach additional sheet describing the differences which will be used for additional review by Human Resources. This job description supersedes all prior job descriptions and is intended to describe the general content and essential requirements for the position listed above. It is not an exhaustive statement of duties. Management reserves the right to add or change the duties of this position as required at any time.

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(Employee) (Date) (Supervisor) (Date)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

(Appropriate Administrator) (Date) (Cabinet Officer) req’d for classif. reviews (Date)

1. **POSITION PURPOSE:** Please describe the basic primary function(s) of the position – the reason the position exists. In order to provide an accurate description of the position, please do not copy duty statements from the CSU Classification Standards.

Within Academic Affairs, the Office of the Registrar serves the entire campus community and its alumni. It is responsible for the integrity and maintenance of all aspects of the student academic record from the point of admission to the University, progressing through the evaluation of transfer credit, registration, program and enrollment changes, verification of enrollment activity, degree posting, diploma preparation, graduation, and transcript production.

The Curriculum Coordinator, under the general supervision of the Associate Registrar, is responsible for assisting the University with development and implementation of University courses and curricula. The incumbent is a resource for faculty and staff in the development of new courses and changes to existing courses and curricula, advising them of the appropriate processes and protocol, providing analysis for informed decision making, and ensuring compliance with academic policy.

1. **DUTIES AND RESPONSIBILITIES:** List 4 or 5 of the most significant or major duties in order of importance as well as marginal duties. Indicate the approximate percentage of time spent with percentages of no less than 5%. Total of all duties must add up to 100%.

MAJOR JOB DUTIES (Essential Functions) PERCENTAGE %

1. Curriculum Analysis and Coordination 40%
2. Technical Support of the Catalog and Curriculum 40%
3. Publication of the Campus Catalog 10%
4. OTHER JOB DUTIES (Marginal Duties) 10%

* Perform other job-related duties and special projects as assigned.
* Attend training and maintain skill currency as appropriate to safely and effectively complete assignments. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total = 100%

***The examples above illustrate typical work activities and are not meant to be all inclusive or restrictive.***

DUTY STATEMENTS (give examples of tasks under each heading):

1. Curriculum Analysis & Coordination (40%):

* Review and analyze all academic course proposals and modification requests. Assess impact of proposed curricular changes and recommend approval or disapproval to Associate Registrar.
* Review and analyze all proposed blanket substitutions. Assess impact of proposed curricular changes and recommend approval or disapproval to Associate Registrar.
* Attend and actively participate in Academic Senate Curriculum Committee meetings, representing the Office of the Registrar.
* Assist the Associate Registrar in planning the curriculum review process. Develop curriculum materials and instructions.
* Serve as academic policy advisor to assist faculty with developing course proposals and requests for course modifications.

1. Technical Support of the Catalog and Curriculum (40%):

* Serve as a subject matter expert on all tables and fields related to the course catalog and enrollment requirement groups in the student administration system. Utilize best practices in creating and maintaining data.
* Develop standard conventions for maintaining course catalog data and enrollment requirement groups in the student administration system. Test and document processes.
* Test Oracle maintenance packs, CMS bundles, and software upgrades related to the course catalog and enrollment requirement groups in non-production and production environments of the student administration system. Report and be accountable for results.
* Understand the complex interdependencies of data in the student administration system associated with course catalog, enrollment requirement groups, and schedule of classes to effectively and collaboratively trouble-shoot and resolve issues related to academic scheduling, registration, the degree audit, and instructor workload.
* Develop and maintain online forms and electronic workflow in the Curriculum Management system. Perform testing and work with vendor and/or ITS to resolve issues. Develop and deliver user guides and training on the Curriculum Management system to academic departments and colleges.
* Define and develop reports to enable colleges and departments to make informed decisions regarding their courses and curricula.
* Identify and leverage resources to research and trouble-shoot technical issues, such as listservs and websites for CMS Student Records and the Higher Education User Group (HEUG).
* Serve as the primary technical contact for databases and applications that support curricular processes.
* Proactively use ingenuity and innovation to conceive of new approaches and technical solutions to address complex problems and issues.

1. Publication of the Catalog (10%):

* During peak periods in the catalog review cycle, collaboratively work with the Catalog Editor to update the catalog in the content management system.
* As back-up to the Catalog Editor, understand and assist in maintaining administrative tables and processes that support the content management system.

1. Other Job Functions (10%):

* Perform other job-related duties and special projects as assigned.
* Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

1. **REQUIRED QUALIFICATIONS:** These should match those listed on the classification standards. Any supplemental qualifications should be listed as “preferred”.
2. EDUCATION AND EXPERIENCE: Equivalent to graduation from a four-year college or university. Three years of technical or administrative experience. A graduate degree in a related field may be substituted for one year of the required experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.
3. LICENSES, CERTIFICATES, CREDENTIALS:

* N/A

1. **SKILLS, KNOWLEDGE, ABILITIES (SKA’s)**: Ability to independently and efficiently perform detailed work with a high degree of accuracy in a high-volume, deadline-driven environment.

* Regular and reliable attendance is required.
* Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to anticipate problems and address them proactively.
* Ability to analyze academic course and program proposals and their curricular impacts from a practical perspective and make recommendations as appropriate.
* Ability to review, analyze, interpret, communicate, and apply policy and standards including Campus Administrative Policies (CAP), University academic policies, Academic Senate resolution, and CSU Executive Orders.
* Ability to use sound judgment when interpreting policy or recommending new policies.
* Ability to accurately create and maintain data in a relational database system.
* Ability to coordinate and implement data imports/exports and conversions.
* Ability to collect, interpret, edit, and summarize data.
* Knowledge of the methods and procedures for research and statistical analysis and the ability to apply them.
* Working knowledge of administrative concepts, practices and procedures to research, develop and evaluate policies and programs, including collection, evaluation and interpretation of data and information from a wide variety of sources to develop sound conclusions and make appropriate recommendations.
* Ability to provide analytical information/data to other offices, academic departments and agencies as needed.
* Exceptional organizational and time management skills; ability to set own priorities and coordinate multiple assignments with fluctuating and time-sensitive deadlines.
* Ability to apply independent judgment, discretion, and initiative in performing job duties under general supervision.
* Demonstrated ability to maintain a high degree of confidentiality.
* Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
* Excellent written and oral communication skills; thorough knowledge of English grammar, punctuation, and spelling with a demonstrated ability to produce professional communications that meet high standards for appearance, grammar, spelling, and clarity.
* Ability to effectively present ideas and concepts in written or presentation format and use consultative and facilitation skills to gain consensus.
* Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, and collaborative calendaring and email software.
* Working knowledge of or ability to quickly learn University infrastructure, academic and administrative structure, policies and procedures.
* Knowledge and competence in Microsoft Word, Excel, and PowerPoint.

1. **PREFERRED QUALIFICATIONS:** Note any additional knowledge, skills, experience, certificates, education, or licenses that are desired for this position.

* Bachelor’s Degree
* Experience in PeopleSoft Student Administration system.
* Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

1. **SPECIAL CONDITIONS**:

* Must be willing to travel and attend training programs off-site for occasional professional development.
* Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
* **BACKGROUND CHECK:** Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.
* **SENSITIVE POSITION:** Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.
* **EQUAL EMPLOYMENT OPPORTUNITY:** This University is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.

1. **PHYSICAL DEMANDS & WORK ENVIRONMENT (must be completed):**

**Indicate** the type of physical effort which is essential to the position activities:

**SEDENTARY WORK** – involves mainly sitting; minimal walking and standing; lifting light weight objects limited to 15 pounds.

**LIGHT WORK** – involves mainly sitting, up to 25% standing or walking; lifting medium weight objects limited to 25 pounds.

**MEDIUM WORK** – up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.

**HEAVY WORK** – 50% or more of the activities involve walking, standing, squatting, kneeling or climbing; lifting heavy weight objects which may exceed 50 pounds.

Indicate the type(s) of environmental factors which are essential to the position activities:

Is exposed to excessive noise

Is around moving machinery

Is exposed to marked changes in temperature and/or humidity

Is exposed to dust, fumes, gases, or radiation, microwave

Drives motorized equipment

Works in confined quarters

Works in high places

Other:

N/A

1. **SUPERVISION:**

***Supervision Received*:** *Describe the nature of supervision the employee in the position will receive.*

Direct Supervision - Employee receives immediate, close and regular supervision

General Supervision - Employee receives some delegation of responsibility and independence

General Direction – Employee functions independently under broad guidelines

Administrative Direction – Responsibilities are defined by the scope of the organizational functions; responsible for formulating operational policies for a comprehensive and diversified program; makes top level management decisions. (Management Only)

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| --- | --- |
| **Name of Supervisor:**  Sally Supervisor | **Job (Classification)Title:**  Associate Registrar (Administrator) |

***Supervision Given*:** List name(s) and title(s) of employee(s) that this position will supervise directly (if applicable):

|  |  |
| --- | --- |
| **Name:** | **Job (Classification)Title:** |
| N/A |  |
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1. **CLASSIFICATION REVIEW REQUESTS:** If this is an existing position that you believe has changed, describe what is different about the assignment in terms of responsibility, complexity, authority, and skill levels. In order to assist you with this analysis, please answer the following questions. **Include organizational chart**. If necessary, attach additional sheets.

1. **Which parts of the assignment are the most difficult and/or require the greatest skill to perform? Why? Please give examples.**
2. **To what extent do the duties of this position involve independent action or require decisions on the part of the person in the position? Which, if any, are the most difficult, and how frequently do they occur?**
3. **What would be the probable result of a poor judgment, decision, or action by the person in this position? How would these errors be detected? What would be the consequence of the errors?**
4. **How is work assigned to this position? To what extent does the person in this position have authority to determine what is to be done and when?**
5. **In what way is the work of this position reviewed? That is, is work spot-checked or is all work reviewed? Are there standardized controls or checks which would normally catch errors made by the person in the position? Please explain.**
6. **Do you assist in developing departmental policy? If yes, please explain.**
7. **Does this position have supervisory responsibility? Please specify.**

**Additional comments: (optional) Clarify duties assigned and/or include any additional information that you think would be helpful in the review of this position.**