



SCHEDULE SPECIALIST

BASIC FUNCTION

Under the direction of an assigned supervisor, perform a wide variety of difficult, highly complex, and technical duties associated with the production and maintenance of college schedules, working in close cooperation with academic deans and faculty chairs.

DISTINGUISHING CHARACTERISTICS

This position works with a great deal of independence under minimal direction. The position performs highly technical duties and a variety of data entry processes often requiring complex mathematical calculations. The incumbent must possess a broad knowledge of relational databases and be specifically knowledgeable of scheduling operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Collaborate with departments and administration in building and maintaining the college's class schedule for credit and non-credit classes. Monitor, review, and validate schedules to aide in assuring compliance and technical accuracy with a variety of applicable laws, rules, regulations, and restrictions. Resolve scheduling issues and manage schedule changes.
2. Organize and manage the day-to-day activities of the assigned area to assure efficient and effective operations, coordinate communications, perform complex, specialized, and responsible administrative and technical duties.
3. Provide information and technical support to administration and deans concerning academic systems and class scheduling.

Classification: Schedule Specialist/ Range 23 / FLSA Status: non-exempt
Date Last Revised: July 2024/ Date Approved:

4. Perform a variety of specialized duties related to academic services such as coordination and preparation of class schedule, processing grade rosters, academic calendar, and generating other related academic reports as required.
5. Provide information on and interpretation of policies, procedures, and regulations; explain and disseminate Title 5 regulations to divisions, administrators, faculty, and staff; compare changes to Title 5 regulations and make appropriate adjustments to materials and other resources as required.
6. Research, analyze and evaluate a wide variety of situations, data, recommendations, and alternatives; use independent judgement to develop and provide recommendations, suggestions, or information as appropriate.
7. Serve as a liaison between information services, institutional research staff, and college stakeholders on technical aspects of data bases, schedule preparation, and reporting/editing for State MIS syntactical and referential data; function as a resource person to information services and administration in matters concerning instruction and faculty schedule/load.
8. Compile information and data for reports and assist in the preparation of statistical and narrative reports; conduct research as required.
9. Serve as key technical advisor in problem solving any issues related to enrollment data specific to sections and courses within the district student management systems.
10. Inspect documents, forms, records, and other materials for accuracy and completeness; process a variety of forms and documents according to established procedures.
11. Participate in special academic projects and events as assigned.
12. Perform job related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Applicable federal, state, and local laws and regulations.
- Modern office practices, procedures, and equipment.
- Complex analysis and reporting tools.
- Mathematical calculations.
- Relational database concepts, methods, and techniques.

Classification: Schedule Specialist/ Range 23 / FLSA Status: non-exempt

Date Last Revised: July 2024/ Date Approved:

- Basic research methods and techniques.
- Computer-based data management information systems and software.
- Correct English language usage, spelling, grammar, and punctuation.

Skills and Abilities To:

- Perform basic technical research and evaluation tasks.
- Use sound judgement and solve problems.
- Exercise good judgment, tact, courtesy, and patience.
- Work independently with little supervision.
- Organize work and set priorities.
- Establish and maintain cooperative working relationships with others.
- Effectively communicate both orally and in writing.
- Solve complex math and statistical calculations.
- Balance and prioritize work to meet deadlines.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

A associate degree in business, computer information systems, computer science, education, or related field plus two (2) years of related experience. Equivalency to the associate's degree may be substituted with four (4) additional years of related full-time experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Classification: Schedule Specialist/ Range 23 / FLSA Status: non-exempt
Date Last Revised: July 2024/ Date Approved:

Work Environment:

Office environment.

Physical Demands:

Sitting for long periods of time; physically typing and looking at a computer screen; operate office equipment; intermittent standing, walking, reaching, pushing, lifting up to 10 pounds, bending, and stooping.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Frequent interruptions; work under pressure to make deadlines; communicate effectively by phone, in writing, and in person with others; performing complex work, calculations, and solve problems; working multiple tasks concurrently; effectively process information to make sound judgements and decisions.