NON-INSTRUCTIONAL POSITION REQUEST
2016-2017

Requester Name: Roanna Bennie

SECTION 1: SUMMARY INFORMATION

Title of Position Being Requested:

Curriculum & Scheduling Specialist

Indicate if this position or a similar position has been presented to RAC previously and in what years:

Presented in RAC in 2012 (Andrea Migliaccio was hired on 11/26/12).

Position Will Reside in Division/Unit:

Vice President's Office, Academic Services

A Current or Proposed District Job Description is attached: ◉ Yes   ○ No

The position is:

☑ **New**

        Number of Hours per Week: _____40_____

        Number of Months per Year: _____12_____

☐ **Increase for an existing funded position**

From:	○ 9	○ 10	○ 11	Months
To:	○ 10	○ 11	○ 12	Months
OR	**From:**	_____ %	to _____ %	

☐ **New Categorically funded position (information only; position not ranked)**

        Number of Hours per Week: _____

        Number of Months per Year: _____

SECTION 2: JUSTIFICATION

Position Description/Function:

Under general supervision, perform a variety of highly specialized technical and clerical duties involved in the development of the College catalog and course schedule as well as faculty assignments; update and track curriculum changes within the Banner system and on the web; review, analyze, process, and correct course scheduling data and related materials submitted by the Deans; and input data into Banner system in order to produce the College class schedule, the College catalog, full-time faculty load sheets, and adjunct faculty assignments.

Indicate To Whom Does this Position Reports:

Vice President, Academic Services

List other Personnel in the Unit:

Vice President
Executive Assistant
Curriculum & Scheduling Specialist
Curriculum & SLO Specialist

Give historical perspective of the changing workload over a 3-5 year period:

Example:					
Workload unit 1 =	*# Bio/Chem lab students/semester*	>	*2010*	=	*900*
			2015	=	*1000*
	Change over time is:			=	*11%*

Workload unit 1 =	#Full-time Faculty	>	2012	=	96
			2016	=	122
	Change over time is:			=	27.0%

Workload unit 1 =	#Scheduled Sections Acad Yr	>	2012	=	1,807
			2016	=	1,990
	Change over time is:			=	10.0%

Comments:

SECTION 3: LPC MISSION, MASTER PLAN, AND ACCREDITATION

LPC MISSION STATEMENT:	LPC PLANNING PRIORITIES:
LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.	❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards. ❖ Provide necessary institutional support for curriculum development and maintenance. ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes. ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Indicate how this position will have a positive impact on the LPC's Mission and Planning Priorities:

1. This position will support timely and effective scheduling of courses for students.
2. This position would serve to support ACCJC standard III, A. Human Resources, 9. The institution has a sufficient number of staff with appropriate qualifications to support the effective educational, technological, physical, and administrative operations of the institution. (ER 8)

Indicate how this position will have a positive impact on LPC's Educational Master Plan:

This position supports the Educational Master Plan item C3 - Provide appropriate staffing levels.

Indicate how this position will have a positive impact on Accreditation:

1. This position will support timely and effective scheduling of courses for students.
2. This position would serve to support ACCJC standard III, A. Human Resources, 9. The institution has a sufficient number of staff with appropriate qualifications to support the effective educational, technological, physical, and administrative operations of the institution. (ER 8)

SECTION 4: PROGRAM REVIEW AND IMPACT

Indicate how this position will have a positive impact on your Program Review:

This position is in the Academic Services Program Review for Spring 2016.

Indicate other alternatives that have been considered in lieu of this position to meet programmatic demands:

N/A

Indicate the consequence of not funding this position:

If there is no funding for the Curriculum & Scheduling Specialist, then it would slow the scheduling production process and possibly affect student enrollment.

SECTION 5: COSTS*

Estimate Increase/Proposed Annual Salary Cost:	$ 52,075.00
Estimate Benefits Cost:	$ 26,037.50
Total Cost for Position:	$ 78,112.50

NOTE:

Full Time = 20-40 hours per week or 50% - 100%

Regular Hourly = 18 hours or less per week (<50%)

Costs: For accurate costs below, requestor must contact College Administrative Assistant, Sharon Davidson, in the LPC Office of Administrative Services (ext. 1632).
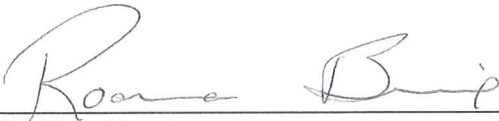
SECTION 6: REVIEWS

Signatures:

_____   _____9/19/16_____
Requester   Date

_____Sharon Davidson_____   _____9/21/16_____
College Administrative Assistant   Date
Office of Administrative Services

_____   _____
Dean/Unit Administrator   Date

_____   _____9/19/16_____
Vice President   Date

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

CURRICULUM & SCHEDULING SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform a variety of highly specialized technical and clerical duties involved in the development of the College catalog and course schedule as well as faculty assignments; update and track curriculum changes within the Banner system and on the web; review, analyze, process, and correct course scheduling data and related materials submitted by the Deans; and input data into Banner system in order to produce the College class schedule, the College catalog, full-time faculty load sheets, and adjunct faculty assignments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan and coordinate the development of the schedule of classes: establish timelines and confer with College administrators to determine instructional requirements.

2. Oversee and support database management, data entry, and room assignments.

3. Identify, troubleshoot, and resolve problems and issues related to the development of the schedule of classes (fall, spring, summer, and/or intersessions) to ensure compliance with curriculum and District policies and procedures.

4. Analyze and verify course information from division deans to set up courses as approved by the curriculum committee; work with deans to resolve discrepancies; input data into Banner to create the courses for the college catalog.

5. Input the department subject rubric into the database; create override codes, in-progress codes, and combinations of probability statements to set up the prerequisite for the courses.

6. Verify class information to add a class from the deans; access the instructional database and input data; assign date, days, time, hours, room, and instructor name for class.

7. Create all campus Course Reference Numbers (CRN) for regular schedule course and special circumstances, including independent study, credit by exam, student sections, and cross-enrollment for UC.

8. Communicate with Student Services during each registration period regarding course changes, cancellations, and additions.

9. Assign California Community College Taxonomy of Program codes, Student Accountability Model codes, and course classification codes.

10. Produce all faculty teaching assignment contracts and resolve discrepancies in teaching assignments and loads; assist deans in the resolution of discrepancies in teaching assignment and load.

11. Calculate instructor assignment workload value for all classes including cross-listed, cross-linked, and open-lab classes; generate instructor teaching assignment sheet for approval and distribution.

12. Oversee the maintenance and updating of the Instructor Workload Assignment Sheets and contracts that carry the workload value of all classes and any exception to the normal workload pattern; monitor instructor workloads to assure contract compliance; serve as a resource to District's Chief Negotiator concerning instructor workload matters; serve as a resource to District Human Resources to verify and update faculty teaching records as they pertain to salary.

13. Coordinate with College administrative services in the accurate and timely payment for faculty; verify and update teaching assignment records per semester to provide for accurate placement on salary schedule; work closely with District Human Resources/Payroll Services to identify and resolve errors in salary schedule report each pay period; verify accuracy and update salary schedule each pay period.

14. Prepare and generate statistical records and reports regarding instructor workload.

15. Answer questions from Division staff about faculty assignments, room assignments, and course questions.

16. Provide technical expertise to the Curriculum Committee on Instruction regarding curriculum proposals and past practices; maintain College catalog file; maintain course outline files; assist in coordinating College catalog changes.

17. Monitor curriculum development and assure accurate input of all new, revised and inactivated courses into instructional databases; assure the accuracy of curriculum and prerequisite codes, load factors, and conformance with District policies and state guidelines; maintain comprehensive curriculum master files and other related databases; assist faculty in the calculation of hours as noted in course unit values.

18. Serve as a liaison between Information Services and the College on all technical databases that affect schedule preparation, MIS reporting, and curriculum; download, proofread, and edit printed and electronic class schedule for public distribution bi-annually.

19. Analyze database and computer programming requirements of the scheduling and curriculum office functions and provide technical information to programmers regarding database needs; serve on computer software planning committees.

20. Attend College Enrollment Management Committee meetings (CEMC); assist with gathering information for CEMC.

21. Provide work direction and information to student personnel as assigned; establish priorities, timelines, and procedures.

22. Collect and input data for new rooms, room attributes, and resources into Banner and the scheduling program; assist deans and others with room searches and room scheduling.

23. May coordinate college-wide room use and room scheduling; update and maintain scheduling system for rooms, course changes, and event changes; serve as system expert on campus.

24. May maintain and update Academic Services website.

25. Perform other administrative support duties including tracking and logging full-time and part-time faculty evaluations, compiling and distributing part-time faculty mailbox and permit list, and maintaining log of Personnel Action Forms for the purpose of Board approval.

26. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.

27. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.

28. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
2. Principles of organization and timeline preparation.
3. District organization, operations, policies, terminology, rules, programs, and objectives.
4. Principles of business letter writing and basic report preparation.
5. Principles and practices used to establish and maintain files and information retrieval systems.
6. English usage, spelling, grammar, and punctuation.
7. Principles and procedures of record keeping.
8. Pertinent federal, state, and local laws, codes and regulations.

Ability to:

1. Perform a full range of complex technical duties; think analytically and exercise a high degree of independent judgment in applying highly complex laws, rules, and regulations.
2. Organize and coordinate the preparation and production of major projects.
3. Prepare and coordinate with Divisions/Departments the process of schedule building and catalog development.
4. Understand and apply faculty contracts to faculty load and assignment sheets.
5. Understand and use an MIS system as it pertains to the development of the schedule and curriculum.
6. Understand course guidelines and the calculation of course hours as they relate to course units.
7. Reason and define problems, collect data and draw valid conclusions.
8. Analyze situations and make decisions in procedural matters.
9. Gather and compile data in written, tabular, and graphic form.
10. Critically review source data and detect and correct errors.
11. Manipulate data, format reports, and publish final documents.
12. Perform mathematical computations of moderate difficulty.
13. Understand the organization, operation, and services of the District as necessary to assume assigned responsibilities.
14. Interpret and apply administrative and departmental policies and procedures.
15. Independently prepare correspondence and memoranda.
16. Implement and maintain standard filing systems.
17. Type or enter data at a speed necessary for successful job performance.
18. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
19. Adapt to changing technologies and learn functionality of new equipment and systems.
20. Work independently in the absence of supervision.
21. Plan and organize work to meet changing priorities and deadlines.
22. Meet critical deadlines while working with frequent interruptions.
23. Work cooperatively with other departments and divisions, District officials, and outside agencies.

24. Respond tactfully, clearly, concisely, and appropriately to inquiries and requests for information.
25. Communicate clearly and concisely, both orally and in writing.
26. Establish and maintain effective working relationships with those contacted in the course of work.
27. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in information systems, business administration, public administration, liberal studies, English, or a related field. A Bachelor's degree is desirable.

Experience:

Two years of responsible technical, administrative, and/or secretarial experience including experience involving responsibilities related to the preparation of complex documents. Experience with instructional programs desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

6/17/97; 11/13/07

Adopted by Board of Trustees on October 20, 2015
Effective: October 21, 2015
Job Family: Technical - Paraprofessional