



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ATTENDANCE ACCOUNTING SPECIALIST	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

**JOB DESCRIPTION:**

Under direction, performs a variety of specialized attendance accounting, auditing and statistical functions requiring high levels of independent judgment and discretion; prepares attendance reports required by federal, state and local agencies including the college's apportionment reporting to the Chancellor's Office of California Community Colleges; and performs related work as required.

**SCOPE:**

The Attendance Accounting Specialist is responsible for implementing regulations pertinent to the Education Code, Title 5, and Attendance Accounting guidelines maintains statistical and student records information in accordance with federal, state, and local laws and regulations; determines eligibility for state funding; makes recommendations for office policies and procedures; acts as a lead worker to other classified staff within the department; supervises the work of student assistants and short-term, non-continuing employees.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Develops, implements and monitors attendance accounting procedures to ensure accurate data.
2. Audits student records for academic progress and adjusts for petitions, faculty grade corrections and incomplete grade changes.
3. Coordinates and maintains attendance accounting and student records; oversees record retention procedures according to state regulations.
4. Serves as the liaison with the district's legal services department to determine the college's compliance with county, state and federal subpoenas for student records. Compile student data from all departments and submit documents to the requesting party.
5. Audits and reviews the master course file (schedule of classes) each term for accuracy in attendance coding and contact hour computations to assure compliance with Title 5 and Education Code attendance accounting procedures.
6. Interpret and implement Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy and accuracy and retention of academic records.
7. Submits reports and college surveys necessary to the Chancellor's Office and other agencies.
8. Develops specialized statistical enrollment and FTES reports for District administration as requested.
9. Maintains the integrity of the student records system by merging duplicate records.
10. Updates information for student General Education and Intersegmental General Education Transfer (IGETC) certification. Checks certifications completed by Admission and Records staff.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

11. Acts as the primary department contact for state auditors; gathers requested documentation and explains office policies and procedures.
12. Serves as a member of the college's Strategic Enrollment Planning Committee and the MIS taskforce.
13. May serve as a lead worker to other classified staff in the area.
14. May supervise and train students and short-term, non-continuing (STNC) employees.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Perform complex admissions and records responsibilities; operate a personal computer and enter data into computer database; act as a lead worker to other classified staff and supervise student assistants; analyze and resolve situations accurately and adopt an effective course of action; analyze information and prepare accurate reports with minimal direction; meet with the public tactfully and courteously and answer questions at the counter and over the telephone; maintain cooperative working relationships; communicate effectively both verbally and in writing with administrators, management, faculty, staff and students; possess leadership and organizational skills; consistently perform under the pressure of deadlines and other administrative demands; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Knowledge of regulations and policies of community college recordkeeping, attendance accounting and audit practices; general modern office computer applications.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Accounting Certificate or Associate's degree; Bachelor's degree in a business related field of study preferred.

*Experience:*

Increasingly responsible experience in accounting or related field, including substantial experience in a college admissions & records office.