



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
SCHEDULING TECHNICIAN, SENIOR	CLASSIFIED	GRADE: M MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION STUDY		Board Approved: 08/11/09

JOB DESCRIPTION:

Under general supervision, perform specialized clerical and technical functions in support of District wide schedule development; oversees production of class schedule; lead the work of other classified employees in the area; develop and maintain the scheduling, facilities and instructor databases; and perform related work as required.

SCOPE:

The Scheduling Technician, Senior coordinates duties related to the collection and maintenance of course and schedule information from department chairs and deans in accordance with established guidelines for the publication of the Schedule of Classes; serves as technical resource to faculty, administrators and classified staff; and oversees the production, publication and distribution of final class schedules.

DISTINGUISHING CHARACTERISTICS:

The Scheduling Technician, Senior is distinguished from the Scheduling Technician by the added responsibility of overseeing the production of the class schedule and the maintenance and accuracy of the instructor database.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Develops calendar and timelines for development of the Schedule of Classes; establishes dates for collection of data from department chairs, deans and instructors, encodes data entry of courses and develops a series of draft schedules.
2. Performs revisions, updates and maintains instructor, facilities and schedule databases.
3. Produces camera ready course listing and informational pages for Schedule of Classes; coordinates the distribution of the Schedule of Classes.
4. Works with printer to ensure delivery; prepares bid specifications, estimates of printing expenses and purchase orders.
5. Serves as a technical resource to department chairs, administrators, classified staff and faculty regarding schedule development such as course information, schedule templates, instructor loads, and room assignments.
6. Receives Schedule Change forms and updates database as required; tracks changes to the Department Schedule listing and updates room assignments; copies, distributes and files all related forms.
7. Maintains instructor database, including input of all faculty Personnel Action Forms (PAFs), and reassigned time information; monitors contract load balances and instructor pay types.
8. Orders, distributes, reviews and revises monthly reports such as instructor load reports for the Board of Trustees and various end of semester reports.
9. Attends instructional department meetings and provides training.

KEY DUTIES AND RESPONSIBILITIES (Continued):

10. Serves as a resource for Payroll and Human Resources regarding Instructor Load, Payroll, PAFs and Reassigned Time information.
11. Serves as a technical resource to the Vice President of Academic Affairs and Vice President/Executive Dean of the Petaluma Campus, completing special projects and implementing or applying District policies and procedures pertaining to Instructor Loads and other scheduling issues.
12. Serves as a lead worker for other classified staff in the area.
13. Supervises and trains students and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Work and complete projects within established time frames; operate, maintain, and enter data into computer database; perform complex and detailed clerical and technical administrative work with accuracy and speed; type or keyboard with accuracy from clear copy or handwritten notes; prepare reports; analyze situations accurately and take appropriate action; familiarity with 10-key; communicate effectively in English; act as a lead worker to other classified staff in the area and student assistants; follow and give oral and written directions; maintain cooperative working relationships; develop and maintain complex records; interpret and apply District policies and procedures; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

On-line computer database management systems; modern office methods and practices; proper English usage, spelling, vocabulary, and grammar; operation of personal computer software programs including word processing and desktop publishing programs, calculators, and other standard office equipment; proper reception and telephone etiquette.

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:

An Associate's degree.

Experience:

Extensive clerical and technical experience. Work in a community college office preferred.