CLASSIFIED JOB DESCRIPTION

CURRICULUM AND SYSTEMS TECHNOLOGY ANALYST
(SEIU Local 1021 Salary Range 114)
Job Code: 966

CLASS PURPOSE

Under direction of the Associate Vice Chancellor of Academic Affairs, the Curriculum and Systems Technology Analyst serves as systems module functional liaison district-wide supporting specific student administration (SA) module(s) specific to the schedule and course catalog; perform professional-level duties in the analysis, evaluation, design, development, testing, implementation, documentation, research, data compilation, and data analysis; provide functional support to end users on the use of applications; and prepare a variety of reports and make recommendations district-wide; act as liaison between the colleges, District, IT Department, and the State with respect to curriculum, prerequisite and attendance accounting issues. This includes performing a wide range of complex analytical and technical duties related to curriculum, instructional services, college/program effectiveness and institutional research.

(This is a single position classification. A position allocated to this class is assigned only at the District level.   The emphasis of the position is on responsibility for professional level analysis, evaluation, design, development, testing, documentation, research, data compilation, data analysis and preparation of reports and making recommendations district-wide.)

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Perform professional-level duties in the analysis, evaluation, design, development, testing, implementation, documentation, research, data compilation, and data analysis and prepare a variety reports and make recommendations district-wide.

- Provide functional support to end users on the use of applications.

- Maintain Course Master File with the California Community Colleges Chancellor's Office.

- Provide functional expertise to college schedulers and Vice Presidents of Instruction in preparing class schedules. This includes troubleshooting scheduling, faculty load, and prorata problems.

- Review data and procedures necessary to meet State MIS (Management Information System) information data collection requirements.

- Provide professional level research and analyses related to required State, Federal and District accountability reports.

- Work closely with colleges and IT (Information Technology) staff to review, troubleshoot and correct Management Information Systems (MIS) data submissions.

- Identify, troubleshoot and rectify SA (Student Administration) applications problems in course catalog, class schedule, faculty workload, MIS, and other areas working with IT, other functional areas or outside consultants to solve complex procedural, operational and technical problems.

- Work with various users and groups to determine system needs and to coordinate

- application changes across functions. Develops functional specifications and test plans and scripts for testing changes across all impacted areas. Work with functional leads and IT to ensure that proposed processes and related system changes are properly implemented, taking into account possible impacts in various areas.

- Analyze current systems, define and purpose new or enhanced system functionality; test and maintain updates, patches and fixes; develops and maintains process documentation and procedures.

- Perform a variety of system tasks which assist in student enrollment, faculty assignments, course scheduling and student records.

- Define security profiles for SA system and helps coordinate the administration of user security with IT. Maintain security profiles for assigned department.

- Provide guidance to end users on application use and operating parameters, including assistance in updating and maintaining system data. Work with District to ensure that training materials are maintained and updated, and that regular and ongoing training is available.

- Assist with identification and definition of new reporting requirements; modifies and generates ad hoc queries and reports.

- Responsible for the District's course system (course catalog). Reviews and processes all new course/program approval and course change requests for submission to the Council on Instruction, Planning and Development (CIPD), Board of Trustees, and CCC Chancellor's Office. Monitor and maintain the District's Uniform Course Numbering (UCN) system.

- Maintain a variety of setup/data tables including, course attributes, Taxonomy of Programs (TOP), Academic Plans, enrollment requirement groups and milestones.

- Act as liaison between the colleges and the CCC Chancellor's Office, providing clarification of state policies and procedures with respect to curriculum, pre-requisites, and attendance accounting issues.

- Analyze new regulations and changes in curriculum, including Title V and state-mandated program approval processes.

- Provide technical assistance to colleges for development of new programs.

- Work with chairs of college curriculum committees.

- Prepare communication for curriculum committees and Associate Senate Presidents.

- Check attendance accounting report and ensure hours are correct.

- Responsible for maintenance of district-wide Majors List, including assignment of transcript major and intended major codes.

- Write, edit, and update District's Courses and Program Approval Process Manual.

- Update District's Course and Program Approval Process Manual and Community Services (Fee-Based) Program Procedures Manual.

- Work with appropriate faculty groups; updates and maintains the District's Faculty Service Area (FSA) and courses within the Discipline Manual.

- Coordinates program reviews with colleges including preparation and distribution of data to faculty, and maintains District's Program Review schedules and copies of completed reports.

- Coordinate with college and District staff in the preparation of the Institutional Plan.

- Assist management personnel in planning, directing and coordinating operational and/or procedural matters to meet goals and objectives of assigned department; complete various reports and summaries for management and/or users including status reports, progress summaries and problem reports.

- Participate in student administration system project team activities, tasks and meetings.

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information systems.

- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Two (2) or more years of college-level course work in business computer applications, computer sciences, information systems or related field and three (3) years of increasingly responsible computer applications experience including the use and troubleshooting of large, complex software applications or information systems analysis, and in the collection, analysis, data research, reporting and presentation of data.

2. Knowledge of:
   o Operational characteristics and general functionality of student administration software.
   o Basic database principles and concepts.
   o Methods and techniques of developing and writing technical documentation.
   o Methods and techniques of developing reports.
   o Pertinent Federal, State and local codes, laws and regulations.
   o Personal computer hardware and software components.
   o General processes and procedures related to community colleges.

3. Ability to:

    o   Perform institutional research, conduct analysis, prepare reports and make recommendations.

    o   Provide functional support for the implementation and maintenance of student administration software applications.

    o   Respond to and identify user needs and determine resolutions.

    o   Detect, isolate and resolve applications problems.

    o   Create and generate various reports, charts and other materials.

    o   Work effectively with management, faculty and staff.

4. Possess excellent oral and written communication skills.

5. Ability to establish and maintain cooperative working relationships with those contacted in the course of the work.

6. Knowledge of and proficiency in the operation and use of personal computers utilizing word processing, spreadsheets and database management software programs (e.g., MS Office Suite, MS Word, MS Excel, MS Access and MS PowerPoint) and the Internet browser, websites and e-mail.

7. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

*   Bachelor's Degree from an accredited college or university in computer sciences, management information systems or a closely related field.

*   Experience working in a community college.

*   Knowledge of applicable federal and state regulations and guidelines, District policies   and procedures as it pertains to curriculum, prerequisite and attendance accountability.

*   Ability to operate the District's management information system.

*   Ability to operate a personal computer using Excel, Microsoft Word, WordPerfect, PowerPoint, and other databases, spreadsheet, graphical and statistical software applications; operate modern office equipment.

*   Experience with mainframe applications.

ENVIRONMENTAL DEMANDS

*   Occasional work performed alone

*   Constant work around and with people

PHYSICAL REQUIREMENTS

*   Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs

- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A