

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EDUCATIONAL SERVICES ANALYST
AUTHORIZED POSITION: CLASSIFIED
ASSIGNMENT LOCATION: DISTRICT OFFICE

BASIC FUNCTION:

Under the Vice Chancellor of Educational Planning and Services, incumbent works with various college personnel to assist in facilitating articulation agreements and curriculum services. Perform a variety of complex and technical duties related to the coordination of articulation and curriculum functions and services; compiling data to produce complex reports and assure compliance and integrity of the class file data; including maintenance and verification of the District curriculum.

DISTINGUISHING CHARACTERISTICS:

Incumbent performs a variety of responsible technical and complex analytical support involved in the complete maintenance of District articulation and curriculum programs and services. Incumbent functions independently as the District educational services officer who serves as liaison between the Educational Planning and Services Office of the District, college departments and divisions, and statewide academic agencies and institutions. Incumbent also facilitates faculty/staff involvement in the articulation of courses and in documenting approved curriculum to include producing reports related to articulation and curriculum.

REPRESENTATIVE DUTIES:

Research, analyze and compile information to assist in preparing articulation annual state and district reports, as well as, complete the State's Annual Articulation Addendum report; work with Vice Chancellor to submit certification. (E)

Serve as a member and a resource to relevant District/College committees to provide articulation and curriculum updates; such as, the Yuba College and Woodland Community College Curriculum Committees.

Assist the Vice Chancellor with the development and initiation of written articulation agreements, general education/breadth/core requirement, Lower Division Transfer Pattern (LDTP), General Education Transfer Curriculum (IGETC) and course-by-course equivalencies; maintain and disseminate approved agreements. (E)

Review recommended course(s) from counselors/faculty for CSU GE-B, IGETC & UC TCA annual review; review CSU GE-B, IGETC & UC TCA approved course lists for the District prior to information being distributed to the counselors/deans and applicable faculty.

Research applicable statewide curriculum offerings to provide faculty, managers and counselors with assistance/input in regards to articulation proposals and inquiries. (E)

Compile and analyze articulation information for the purpose of developing, publishing and disseminating the monthly articulation fact sheet to faculty and appropriate administrative personnel. (E)

Update and maintain the master catalog course data file and all related files; assure integrity of data in both the course and class database files; audit class file data to ensure compliance with district policies, state regulations and MIS reporting requirements. (E)

Maintain the college curriculum by coordinating and tracking course and program related documents from college's submission to the Board and State Chancellor's office approval as required; assure compliance with district policy and state curriculum regulations. (E)

Utilize database management computer software packages/applications to maintain the District Master Course Outlines; Master Course file; input, update and maintain course information for MIS reporting to the California community College Chancellor's Office and for publication in the college catalog. (E)

Assist the Vice Chancellor in coordinating the development and implementing the class schedule production calendar to assure timeliness and accuracy. (E)

Maintain regular contact with Articulation System Stimulating Inter-institutional Student Transfer (ASSIST) Coordination Site personnel to stay abreast of changes and enhancements to ASSIST software and reporting features; attend ASSIST training sessions on system enhancements for increase knowledge and skill level to ensure data is being entered correctly and accurately in Online Services for Curriculum and Articulation Review (OSCAR).

Review ASSIST articulation notifications utilizing articulation procedures guide; determine action needed, research and follow through; upon completion disseminate changes/updates to counselors, managers, and faculty when applicable. (E)

Attend local, regional and statewide meetings in order to stay abreast of rules and regulations governing articulation and curriculum as directed. Develop a network of contacts in educational institutions to facilitate improvement of District articulation and curriculum programs and services. (E)

Act as a resource and assist in providing guidance to faculty, administrators and staff on articulation and curriculum issues; such as, course descriptors from another college; software. Respond to District faculty, staff, students and other California and/or national institutions requests for information or clarification about course articulation and transfer status; assist counseling faculty in the review of articulation issues and in the resolution of student transfer problems. (E)

Assist in the preparation of staff training on the components of articulation. Review Articulation 101 slides and binder information in preparation for the annual "ARTIC 101" flex training to faculty/staff. (E)

Assist Vice Chancellor with the schedule and agenda development for all articulation/curriculum related meetings led by the District Office. (E)

Notify appropriate individuals or agencies of articulation policy/procedure changes; independently problem solve and resolve discrepancies in course articulation data or course prefix display in ASSIST by researching past articulation decisions, catalogs and Colleague, as well as contact with appropriate instructional personnel. (E)

Establish and maintain departmental procedures manual, as well as articulation/curriculum course outline filing system and update as needed. (E)

Prepare general office articulation and curriculum related correspondence, reports, forms, brochures, manuals from rough notes. (E)

Operate a variety of computer terminals and personal computers to enter/extract information. Utilize word processing, database, spreadsheet, **administrative** and communications software. (E)

Work independently to provide information to staff, students and the public. (E)

Assist in the supervision and training of student and part-time staff.

Other related duties as assigned.

KNOWLEDGE OF:

Word processing, database management and spreadsheet software applications

Information processing techniques and computer literacy

Rules, regulations, procedures and policies of articulation

Principles and procedures of articulation concepts and practices

Computerized data storage and the fundamentals of data retrieval

Record-keeping methods/techniques

Modern office practices, procedures and equipment

Correct English usage, grammar, spelling, punctuation and vocabulary

Oral and written communications skills

ABILITY TO:

Perform technical duties of complex difficulty in assigned area of Educational Planning and Services

Interpret rules, regulations and policies regarding articulation

Plan and organize work

Work independently with little direction

Maintain records and prepare reports

Answer general questions of staff, students and the public relative to articulation and curriculum related issues

Make arithmetic calculations quickly and accurately

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with others

Operate office equipment, specifically personal computers

Type at 45 words net per minute from clear copy

Train and provide work direction to others

EDUCATION AND EXPERIENCE: Any combination equivalent to a Bachelor's Degree and two (2) years experience in increasingly responsible clerical and/or programmatic experience with educational services such as articulation/transfer, instructional related functions in a higher educational institution.

ENVIRONMENT:

Office environment

Driving to conduct work

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations

Seeing to read a variety of materials

Dexterity of hands and fingers to operate a computer keyboard

Sitting or standing for extended periods of time

