



TITLE	CLASSIFICATION	SALARY GRADE	
SCHEDULING TECHNICIAN	CLASSIFIED	GRADE	K
BOARD POLICY REFERENCE:		2014/15 Classification Review	

JOB DESCRIPTION

Under general supervision, performs complex and technical functions in support of District wide schedule development; assists with development and maintenance of the scheduling, facilities and instructor databases; schedules room assignments for all classes; assists in the production of the class schedule; and performs related work as required.

SCOPE:

The Scheduling Technician processes course and schedule information from department chairs and deans in accordance with established guidelines; serves as a technical resource to faculty, administrators and classified staff; and assists in the preparation of the Schedule of Classes and assigning of classrooms for instruction or in response to requests from staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Maintains calendar and timelines for development of the Schedule of Classes; verifies and processes data from department chairs, deans and instructors; encodes and inputs course and room assignment information into database; develops a series of draft schedules.
2. Performs revisions, updates and maintains data in the Instructor, Facilities and Schedule databases.
3. Prepares course listing and informational pages for publication of the Schedule of Classes; assists in the distribution of the Schedule of Classes.
4. 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; answers questions and troubleshoots problems.
5. Processes, verifies and monitors Schedule Change Forms, Master Personnel Action Forms (PAFs) and room request forms and updates database; coordinates changes to the Department Schedule listing and room assignments; copies, distributes and files all related forms.
6. Processes, verifies and monitors data in the instructor load database, including payroll details, and reassigned time information.
7. Assists in the order, distribution, review and revision of reports such as load reports for the Board of Trustees and various end-of-semester reports.
8. Works in collaboration with Payroll and Human Resources regarding instructor loads, payroll, PAFs and reassigned time information.

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 work with accuracy and speed; be familiar with 10-key; prepare reports; analyze situations accurately and take appropriate action; communicate effectively in English; follow and understand 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:

Modern office methods and practices; proper English usage, spelling, vocabulary, and grammar; operation of standard office productivity software including desktop publishing programs, calculators, and other standard office equipment; proper reception and telephone etiquette.

Preferred additional knowledge: On-line computer database management systems.

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:

Associate's degree.

Experience:

Some administrative support or related experience. Previous related work in an educational setting preferred.