

TITLE: Scheduling Specialist

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general supervision, develops and maintains class schedules, instructor loads, and room use for all courses and course related events. Produces schedule of classes for use by students and college departments. Serves as a technical resource to faculty, administrators, and classified 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. Develops and implements timelines and calendars and assists with the maintenance of District-wide development of the schedule of classes. Establishes dates for collection of data from department chairs and deans. Assigns classes to rooms.
2. Interprets and encodes data into scheduling database regarding changes to course sections, including faculty changes, day and time changes, budget code changes, room changes, etc.
3. Audits schedule development proofs and schedule change forms, confirming for accuracy and compliance with various rules and regulations.
4. Interprets and encodes data into instructor database regarding substitute assignments. Determines correct budget codes and loading for substitute assignments. Interprets and encodes data for group personnel action forms (PAFs) into instructor load database. Determines and enters correct College Scholarship Service (CSS) codes or Taxonomy of Programs (TOPs) codes per PAF assignments.
5. Serves as a technical resource to department chairs, instructional deans, classified staff, and faculty. Provides information and assistance regarding approved course information, schedule templates, instructor loads, and room assignments/availability.
6. Collaborates with Payroll and Human Resources regarding payroll, group PAFs, and onboarding of new faculty.
7. Prepares course listings and information pages for publication using desktop publishing software.

KNOWLEDGE OF:

1. Applicable technology usage, including standard office productivity software and other appropriate technology.
2. Relevant local, state, and federal rules and regulations, programs, policies and procedures.

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ABILITY TO:

1. Work and complete projects within established time frames.
2. Prepare reports.
3. Follow and understand oral and written directions.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree required.

EXPERIENCE:

1+ year of related experience in administrative support in an educational setting.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).