University Staff Position Description Form
Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

1. POSITION INFORMATION

Employee: _____   Department: ALS – Mendocino Administrative Staff Hub

Current Classification: ASC II   Working Title: Scheduler and Instructional Resources Coordinator

Time Base: [x] F.T. [ ] P.T. _____% [ ] Other _____   FLSA Status: [ ] EX [x] NE

Position Provides Lead Work Direction To:

Classification: _____ Qty: _____ FTE: _____

Name & Title of Work Lead (if any): Katrina Roose, Personnel & Budget Analyst

Name & Title of Appropriate Administrator: Melinda Wilson Ramey, Associate Dean for Personnel, College of Arts & Letters

Name & Title of Dean/Manager (MPP): Christina Bellon, Interim Dean, College of Arts & Letters

2. PRIMARY ACTION BEING REQUESTED (Select One)

[x] Job Posting: [ ] New Position [X] Replacement Position, former incumbent: Amy Trimmer

[ ] Update Position Description Only:

> NOTE: An updated position description requires providing Employee with seven (7) days' advance notice. This updated position description must be signed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days' prior to Effective Date.

Effective Date: _____

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Employee: _____   Date: _____

Appropriate Administrator: _*signature*_   Date: Oct 24, 2024

Dean/Manager (MPP): _*signature*_   Date: Oct 28, 2024

4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. Classification standards can be found at http://www.calstate.edu/HRAdm/Classification/index.shtml.)

Entry to this classification requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. Additionally, incumbents are expected to have a thorough knowledge of English grammar, spelling, and punctuation and be able to clearly communicate orally and in writing. Some positions may require a knowledge of business mathematics beyond basic arithmetic. The ability to use and quickly learn new office support technology systems and software packages is also a prerequisite.

These entry qualifications would normally be obtained through a high school program, technical/vocational program, or their equivalents combined with several years of related office work experience.

5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

General Knowledge/Skills/Abilities:

1. Demonstrated ability to maintain a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.

2. Demonstrated history of and commitment to building and maintaining a respectful and professional work environment.

3. Experience administering, tracking and reconciling a complex budget consisting of multiple sources of revenue and expenses.

4. Continual analysis of operations and procedures to develop recommendations for changes and updates within the department.

5. Demonstrated ability to collect, evaluate, and interpret data to make appropriate recommendations.

6. Demonstrated ability to interpret and apply and communicate policies and procedures independently, and use sound judgement and act with discretion.

7. Strong written and oral communication skills with demonstrated ability to prepare professional materials.

8. Demonstrated ability to anticipate, assess, and resolve standard office administration problems and respond to all inquiries and requests related to work area.

9. Proficient use of common office equipment (i.e. fax, copier, printer, digital phones, scanner, etc.) and software including Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), Adobe Acrobat, etc.

10. Demonstrated ability to organize and prioritize multiple time-sensitive tasks and complete them with a high degree of accuracy while handling frequent interruptions.

11. Continual analysis of operations and procedures to develop recommendations for changes and updates within the department.

12. Experience working effectively in a large team.

13. Experience maintaining sensitive and confidential information and demonstrated ability to use discretion regarding confidential matters.

14. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.

Conditions of Employment:

- Ability to successfully pass a background check.

Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent's ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

15. Knowledge of University infrastructure, policies and procedures.

16. Experience using campus programs such as PeopleSoft CMS- Human Resources/Student Administration, CFS Finance Access, OnBase, Astra, Cognos, Concur, Finance Data Warehouse, and CHRS Recruiting.

17. Experience in academic schedule building.

18. Experience in University scheduling and enrollment management process.

6. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

Under the general direction of the Associate Dean and lead work direction of the Budget & Personnel Analyst, the incumbent serves as the Academic Scheduler and Coordinator of the Instructional Budget. Working closely with the Department Chairs, the primary responsibilities include building and maintaining the departments' course schedules, coordinating classroom and space assignments, and monitoring faculty workloads. The incumbent provides administrative support for the Department Chairs on all matters pertaining to the instructional budget, and to the departments' Appointment, Retention, Tenure and Promotion (ARTP) process. The ASC II facilitates lecturer hiring, and tracking of lecturer entitlements. This position also coordinates student instructional employee (TA, GA, ISA) assignments as part of the instructional budget and academic operations.

7. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)

Employee Initials: **Date:**

40%	D/W/M	**Academic Schedule Building and Workload Coordination**
		• In collaboration with Department Chairs, enter, review, and adjust the academic schedule of classes for each program.
		o Ensure consistency between workload report and data entered in CMS.
		o Regularly check schedule for consistency and reconcile with workload report and lecturer entitlement tracking sheet.
		• Assign rooms in CMS/ASTRA; check for room availability and resolve conflicts in space assignments.
		o Work closely with the Department Chairs and University Space Management to resolve conflicts in space assignments, day/time configurations through CMS and Astra.
		o Works closely with Department Chairs to identify mega-capacity room needs, schedule classes accordingly once room allocations are provided.
		• Collaborate with appropriate academic departments on the scheduling and management of cross-listed courses throughout the schedule building process.
		• Collaborate with partner units to schedule special courses (ACE, Learning Community, etc.).
		• Track University, College and Department deadlines for schedule building and notify the department chairs, relevant faculty committees and program coordinators.
		• Review and analyze historic departmental data including enrollment, workload information, WTU and FTE information, and provide reports and information to the Department Chairs, Program Coordinators, and appropriate Committees.
		o Keep accurate historical files of all revisions in the department workload reports.
		• Provide enrollment information including historic information to Department Chairs
		• Access course rosters and other pertinent information for faculty when needed, including major/minor statistics, pre-requisite history, graduation reports and other course/student enrollment statistics housed in university and institutional databases.
		• Facilitate approved adjustments and modifications to individual faculty schedules, including classroom changes.
		• Prepare, maintain and audit accurate workload reports for the Analyst and Chairs.
		• Work closely with the Chairs and the relevant departmental committees to assign faculty to class sections and adjust the schedule, review for compliance with policies, and produce relevant reports.

Employee Initials: **Date:**

30%	D/W/M	**RTP PROCESS SUPPORT**
		
		• Provide administrative support for the annual Retention, Tenure, and Promotion process, including development of workshop materials, and maintenance of part-time faculty WPAF process.
		    o Assist with clerical duties necessary to the preparation and distribution of annual RTP evaluation letters;
		    o Distribute and track approved correspondence with faculty as instructed by Department Chairs.
		
		• Assist lecturer personnel appointment and review processes:
		    o Arrange interviews as needed;
		    o Collect, track, and file paperwork for hiring.
		    o Provide administrative support:
		        ▪ Schedule meetings,
		        ▪ Distribute memos,
		        ▪ Handle correspondence and inquiries from lecturers and applicants to the lecturer pool, or route to appropriate department personnel.
		
		• Comprehensive maintenance of lecturer hiring, including temporary faculty pool, entitlement tracking, and contract entry, orientation materials for new lecturers.
		
		• Track the Appointment, Retention, Tenure and Promotion (ARTP) process. Remain current on all ARTP guidelines, policies and procedures. Ensure accuracy of evaluation schedule. Provides ARTP support to Department Chair.

25%	D/W/M	**Academic and Instructional Support** • Prepare, distribute, collect, collate, and report all faculty teaching-schedule preference forms. • Coordinate with Analyst and ASC I to ensure Unit 11 recruitment and assignments align with instructional needs. o Ensure Unit 11 assignments are reflected in workload reports, audit as needed. • Prepare reports on enrollment, curriculum, faculty workload assignments, and other program variables for enrollment management, program assessments, and program reviews. • Provide administrative support to Department Chairs regarding enrollment management, generate reports on student enrollment and success.

8. MARGINAL FUNCTIONS OF THE POSITION

Employee Initials: **Date:**

Describe each <u>non-essential</u> duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

<u>Essential Functions and Marginal Functions should have a combined total of 100% of Time.</u>

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
5%	Daily	Other duties as assigned.

9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.

Under general direction, judgement and planning are necessary to complete required duties of managing the instructional budget and schedule building. The incumbent must be able to make sound rational decisions to resolve issues or problems that arise within their scope of responsibility, and discern when to seek guidance from lead staff or department chairs. Must be cognizant of relevant University polices and deadlines. Discretion, judgment, and professionalism are essential.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

Under general direction, the incumbent will employ knowledge of campus and department policies and procedures to address and resolve any number of often unpredictable inquiries and problems that arise within their scope of responsibility. The ability to remain calm and professional is necessary when confronted with difficult situations, rapidly changing priorities and competing deadlines and demands. Work often involves using knowledge of the campus and researching background information, recommending solutions, and communication of outcomes to those involved. The incumbent must use sound judgement and discretion when communicating concerns/problems to various constituents.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

Incumbent will effectively interact with a broad range of constituents addressing sensitive interpersonal and/or confidential situations including the department chair, faculty, staff, students, parents, vendors, and off campus community. The incumbent must maintain extensive contact with the Dean's office as well as other offices across campus (i.e. Space Management, Procurement, Accounts payable, Payroll, etc).

Contacts include the general public, students both on and off campus, new and/or prospective students and their parents, guests and other volunteer and paid personnel, all major campus agencies and affiliated offices including ASI and UEI, and supporters who contribute, both financially and personally, to the ongoing success of our programs and the department as a whole.

10. ADA REQUIREMENTS – MUST BE COMPLETED

Employee Initials: **Date:**

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use "X."

PHYSICAL		MENTAL		ENVIRONMENTAL	
F	Sit	F	Direct others	O	Is exposed to excessive noise
F	Stand	F	Concentrate	N	Is around moving machinery
F	Walk	F	Analyze	N	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
F	Bend	F	Demonstrate recall	N	Is exposed to (dust) fumes, gases, radiation, (microwave) (circle)
O	Climb	F	Make decisions		
F	Reach	F	Works rapidly	N	Drives motorized equipment
O	Kneel	F	Handle multiple tasks/priorities	N	Works in confined quarters
O	Push/Pull	F	Tolerate variety	N	Works in high places
F	Have gross hand coordination	F	Work with others		Other:
F	Have fine hand coordination		Other:		
F	Hear with background noise				
F	Hear the spoken word				
F	Hear over a phone/other device				
F	See to read fine print				
F	See to read bold print				
F	See to accomplish a task				
F	Talk				
F	Communicate				
O	Lift: 10 lbs. max				
O	Carry: 10 lbs. max				
F	Operate equipment: Office				
F	Perform keyboard entry				
	Other:				

11. FOR INFORMATION TECHNOLOGY POSITIONS ONLY

PROJECT COORDINATION/LEAD RESPONSIBILITIES

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

TECHNOLOGY USAGE

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

Hardware Type	Software Applications Used

Employee Initials: **Date:**

Employee Initials: **Date:**