CALIFORNIA STATE
UNIVERSITY CHICO
HUMAN RESOURCES SERVICE CENTER

400 W. 1ST STREET
KENDALL HALL ROOM 220
CHICO, CA 95929-0010
530-898-6771
FAX: 530-898-5120

STAFF POSITION DESCRIPTION

A. Position Data

Incumbent: _____ EmplID: _____ Date: _____

Working Title: Degree Audit Analyst   Work Direction Given By: Lead Analyst
                                                        (Lead)

Department: Degree Audit Project Unit (DGAP)   Reports To Title: Assistant Registrar of Systems
                                                 (Appropriate Administrator)

Division: Student Affairs   College (if applicable): _____
Reason:
☒ Vacant Position ☐ Classification Review / In Range Progression ☐ Revision ☐ Performance Evaluation ☐ New Hire

Is this a new position? No _____

Classification Title: Administrative Analyst Specialist - NE   Job Code: __1038__

Position Number: 00005455   Level/Range/Grade: __1__

FLSA Code: ☐ Exempt ☒ Non-Exempt   Time Base: 1.00   Check box if Intermittent ☐

Pay Plan: ☐ 10/12 month ☐ 11/12 month ☒ 12/12 month   CBU/MOU: R09-Technical CSUEU

B. POSITION PURPOSE

Degree Audit Programming (DGAP) is a unit within the Office of the Registrar, responsible for the Academic Advisement module portion of the Oracle© PeopleSoft student information system. Under general supervision, the Degree Audit Analyst is responsible for creating complex reports to enable automated analysis and evaluation of each student's progress toward a degree. The incumbent will be responsible for building, maintaining, and monitoring the new Ethnic Studies requirement per AB 1460. Incumbent creates processes to interpret the University's academic program requirements allowing them to interface with PeopleSoft; supports upgrades, patches, tests and troubleshoots local system modifications; synthesizes and presents DGAP data; and assists with business process development for the University-Wide E-Advising Tools.

SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:
California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

This position as set forth in CSU Executive Order 1083, revised July 21, 2017 is not designated as a required mandated reporter under the California Child Abuse and Neglect Reporting Act.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position include Work Lead Responsibilities? No _____

List Functional Category with Responsibilities:	% of Time	Priority Weight
DPR & DEGREE PLANNER ACADEMIC PROGRAM PLAN BUILDING AND MAINTENANCE: * Create Degree Progress Reports (DPR) utilizing technical PeopleSoft skills to build "plan templates" that accurately analyze and interpret degree requirements for an academic department, and/or university policies, used for tracking completion of degree requirements. (The DPR	65%	

<u>List Functional Category with Responsibilities:</u>

infrastructure is logic and rule-based and requires a high level of technical and functional knowledge of PeopleSoft to program degree requirements.)
* Maintain multiple GE programs within the DPR tied to AB 1460 Ethnic Studies requirements while upholding Title 5 catalog rights for Transfer students.
* Articulate the constraints of the software and provide creative and logical solutions that support diverse academic programs offered at CSU, Chico.
* Coordinate new projects with other campus units and independently analyze results of various strategies.
* Participate in the on-going support for the Degree Planner (DP). The Degree Planner relies on degree audit data and helps the student map out their remaining degree requirements. DGAP staff is instrumental in connecting and validating DPR requirements with the Degree Planner during each catalog cycle and is responsible for providing expertise on the Degree Planner functionality and underlying PeopleSoft code.
* Maintain multiple GE programs within the Degree Planner tied to AB 1460 Ethnic Studies requirements while upholding Title 5 catalog rights for Transfer students.
* Analysis and refinement of catalog requirements will be much greater, during campus wide adoption, and the DGAP team members work closely with the Academic Departments, Graduation Advisors and Academic Advising staff, as well as CMS (Chancellor's Office Support Team)
** Significant amount of troubleshooting and technical/encoding support for both DPR & Degree Planner Schedule Builder:
* Ongoing implementation, support, and maintenance.

SYSTEM MAINTENANCE AND UPGRADES: — **13%**
* Participate in the continuing process of system-wide and campus fit/gap activities, by performing upgrades, maintenance, and modifications through testing, problem solving, and evaluation of system output by comparing output before and after installation of changes based on information provided by PeopleSoft, CMS Central application support - to include the AB 1460 Ethnic Studies modification, or by system-wide user groups.
* Maintain knowledge base and stay current on new functionality and system changes to facilitate test proficiency.

CAMPUS CURRICULUM PROCESS: — **10%**
* Participate in Curriculum Review process, providing articulation recommendations that inform campus stakeholders of the impact of curricular change to the DPR and Degree Planner. This position will specifically work with the process on the Ethnic Studies requirement per AB 1460.
* Ensure that proposed changes, to the University academic curriculum (individual courses and program changes or proposed new programs), are reviewed, prior to submission to the Academic Senate, the Senate's Educational Policies and Procedures Committee (EPPC), and other campus stakeholders, for conformity to University catalog, degree audit, and evaluation processes.
* Collaboratively and/or independently determine if proposed changes, to academic programs, can be encoded into the PeopleSoft degree audit system. If proposed changes cannot be translated into PeopleSoft, then DGAP staff recommends strategies to the Academic Department. This position will specifically work with the process on the Ethnic Studies requirement per AB 1460. (This continuous process of review and revision affects the final version of academic program policy and implementation of the online Degree Progress Report and Degree Planner.)

TRAINING, DOCUMENTATION AND COMMUNICATION: — **10%**
* Participate in training other DGAP staff and end-users campus-wide, as necessary, to maintain successful operation of the Degree Progress Report, Degree Planner and other supporting functionality.
* Continuously maintain DGAP documentation of processes, procedures, and technical operational activities for internal and external use. Documentation includes Business Process Guides, Quick Guides, audio and visual media, AA mapping docs, etc.
*Develop and maintain documentation with Advising entities regarding the multiple GE programs at Chico State specifically tied to the implementation of Ethnic Studies - AB 1460.
* Participate in the development of communication strategies and processes to inform stakeholders of relevant changes to the system and of procedural changes for end-users.
* Consult with programmers for solutions to complex programming problems.
* Consult with other DGAP members, appropriate users, and programmers on the specifications, design and implementation of modifications to the delivered applications or to integration of modifications into the existing campus student information system environment and student self-

List Functional Category with Responsibilities:	% of Time	Priority Weight
service portal.		
TRANSFER AND TEST CREDIT RULE BUILDING AND MAINTENANCE: * Analyze and support the operational practices and policies governing the application of transfer and test credit to degree requirements in the student data system, working closely with the Articulation Officer, the Admissions Transfer Advisors and the Graduation Advisors. This position will specifically work with the process on the Ethnic Studies requirement per AB 1460. * Write rules that convert transfer courses and test credit equivalences into the degree audit application in order to translate the operational and policy-driven requirements into logic and functionality, enabling the assignment of transfer/test credit equivalences and their representation in the degree progress report. * Participate in projects, keep abreast of continual changes to the student information system, analyze outcomes and make sound decisions regarding transfer credit processing.	2%	
Total should equal 100% Time and 100 Weight Total	100%	0

D. GENERAL GUIDELINES AND EXPECTATIONS

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Guidelines and Expectations

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:
Incumbent must possess:
 Basic knowledge of the fundamental principles and methods used in Admissions, Advising, and Academic Evaluations.
 Basic understanding of enterprise application systems.

General knowledge of:
 Academic processes, i.e. grade process, repeat rules, transfer credit rules and common practices, etc.
 Basic methods and procedures for research.
 English grammar, punctuation, and spelling.
 University infrastructure, policies, and procedures.
 Degree and transfer requirements.

 Working knowledge of:

Standard office equipment (computers, copiers, phones) and standard office software packages (e.g. Microsoft Word, Excel, and Outlook).

SKILLS:
Incumbent must possess:
 Excellent written and verbal skills and the demonstrated competence to effectively present information in either format.
 Excellent organizational skills to handle heavy workload and multiple projects with frequent interruptions and schedule changes.
 A high degree of initiative, active problem solving and effective interpersonal skills.
 Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
 Skill at accomplishing goals through collaboration and completing tasks on time.
 Demonstrated skill to frequently interact with students, faculty and staff to perform services and support functions, and requires a professional demeanor at all times.
 Keyboarding and typing skills.

ABILITIES:
Must have the ability to:
 Learn, interpret, follow, and apply a wide variety standard of policies, rules, regulations, and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty.
 Analyze data and make accurate projections using basic statistical techniques.
 Gather, compile, and synthesize data from various sources and maintain detailed records, such as course requirements, prerequisites and equivalents.
 Effectively compile, write, and present reports related to program or administrative specialty.
 Analyze situations and take appropriate action; i.e. Identify and solve standard problems and to refer more complex problems to appropriate staff.
 Understand problems from a broader perspective and anticipate the impact of office administration problems and solution on other areas.
 Organize and plan work and projects including handling multiple priorities.
 Make independent decisions and exercise sound judgment.
 Handle highly sensitive interpersonal situations with tact, discretion, and diplomacy.
 Work and interact effectively with a diverse population at all levels by establishing, promoting and maintaining cooperative and productive relationships with others and as a member of team and unit, accomplish goals through collaboration.
 Adjust to change, demonstrate flexibility and patience with changing expectations (e.g. technology, responsibilities and assignments).
 Perform assigned duties with accuracy and attention to detail.

2. Education and/or Experience

EDUCATION AND EXPERIENCE:
Requires a bachelor's degree and/or the equivalent training that has provided a foundational knowledge of analysis, program administration, and administrative policies, procedures, practices, or programs.

F. PHYSICAL REQUIREMENTS
The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. Must be able to travel across campus to other offices and buildings on and off campus for meetings and events. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Typical office environment operating standard office equipment. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only
Please indicate what special skills, education or knowledge are preferred.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____