



**A. Position Data**

Incumbent: \_\_\_\_\_ EmplID: \_\_\_\_\_ Date: \_\_\_\_\_  
 Working Title: Articulation/Transfer Credit Analyst Work Direction Given By: Articulation Officer  
 (Lead)  
 Department: Office of the Registrar Reports To Title: Assistant Registrar  
 (Appropriate Administrator)  
 Division: Student Affairs College (if applicable): Enrollment Management  
 Reason:  
 Vacant Position  Classification Review / In Range Progression  Revision  Performance Evaluation  New Hire

Classification Title: Administrative Analyst/Specialist IE Job Code: 1038  
 Position Number: 00005456 Level/Range/Grade: 2  
 FLSA Code:  Exempt  Non-Exempt Time Base:  Check box if Intermittent   
 Pay Plan:  10/12 month  11/12 month  12/12 month CBU/MOU: R09-Technical CSUEU

**B. POSITION PURPOSE**

The Articulation/Transfer Credit Analyst works independently under the general supervision of the Assistant Registrar and with the lead work direction of the Articulation Officer. The Analyst is responsible for accurately building and maintaining transfer credit rules within the PeopleSoft Transfer Credit Module and representing curriculum information in various articulation systems. The accuracy of this information is crucial for processing transfer credit and advising transfer students, as well as minimizing the time to degree completion. The person in this position performs analysis of state, system, and Chico State policies and mandates and uses project management skills to ensure proper implementation and compliance. The Analyst is responsible for developing and managing the Curriculum Management section of ASSIST. This involves ensuring the accurate listing of all Chico State lower division courses, maintaining consistency with the Chico State University Catalog, and ensuring compliance with ASSIST policies. Additionally, the Analyst will effectively communicate with partners on and off campus to facilitate improvements to the rule-building process and provide supervision to a student employee.

The Office of the Registrar is comprised of Articulation, Degree Audit Programming, Graduation Advising, Student Records and Registration, and Veteran Education Transition Services. The office serves as the point of contact for campus staff, faculty, students, and outside agencies on questions related to the student information system operation and the student academic record. Daily operations ensure the accuracy and integrity of the student academic record and registration processes from matriculation through graduation for all students.

**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

## 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
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70%	
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#### TRANSFER CREDIT ANALYST:

\* Independently maintain transfer course database and transfer credit articulation rules within the PeopleSoft Transfer Credit Module to ensure proper credit populates in student record for accurate and timely review of student record by Transfer Admission Advisors (TAs) and Graduation Advisors (GAs):

- \*\* Analysis of all course-to-course articulations ensuring transfer credit rules are built accurately.
- \*\* Build/maintain rules for GE reviewed courses of 115 California Community Colleges understanding policy established in EO 1100 and tracking changes to EO 1100 making sure rule building continues to align with policy.
- \*\* Research other CSU GE patterns and build GE transfer credit rules to maintain EO 1100 reciprocity compliance.
- \*\* Maintain all GE rules verifying courses still have approved GE status.
- \*\* For CSU Fully Online program, build rules for course-to-course articulations, general education and general elective credit and maintain these rules.
- \*\* For all scenarios above, analyze CCC, CSU and UC ASSIST curriculum change reports and add new rules for all courses that have a course subject and/or course number change.
- \*\* For all scenarios above, ensure transfer credit rules follow curricular policy established at Chico State, in Chancellor's Office executive orders and Title 5.
- \*\* Research and fix rules where transfer credit isn't populating in the student record correctly as identified by GAs and TAs.
- \*\* Research discrepancies between courses listed in PeopleSoft, ASSIST, college catalog and college transcript to ensure transfer credit rules input to match the information on a student transcript working with articulation officers across the state to resolve such discrepancies.
- \*\* Build and update test credit rules for approved external examinations.
- \*\* Collaborate with Degree Audit Programming, Graduation Advising and Transfer Admissions Advising to build transfer credit rules in the most efficient manner for accurate/timely population of transfer credit in the student DPR, tracking changes to curriculum policy affecting program requirements and GE requirements.
- X Research, analyze, test and implement Chancellor's Office PeopleSoft jobs to streamline the building of transfer credit rules.
- \*\* Collaborate with counterparts at other CSUs to improve the rule building process.
- \*\* Develop creative solutions with rule building to create efficiencies for faculty and staff advisors.
- \*\* Follow legislation and apply project management skills to implement transfer credit rule building affected by such legislative mandates in a timely fashion.

30%	
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#### ARTICULATION ANALYST:

- \* Develop and maintain the Curriculum Management area of ASSIST ensuring all Chico State lower division courses are listed in an accurate fashion maintaining consistency with the Chico State University Catalog and ensuring compliance with ASSIST policy.
- \* Analyze course changes at Chico State and sending institutions, notifying Articulation Officer of significant course changes that could affect articulation.
- \* Develop and maintain major (by option) and general education (GE program as well as GE Minors) templates in ASSIST, maintaining consistency with the California State University, Chico Catalog ensuring major requirements are represented in a clear fashion for students and advisors to understand.
- \* Assist the Articulation Officer with the annual curriculum summary of change report submitted to the CIAC listserv (California system articulation officers).
- \* Enter and update ASSIST Exploring Majors information for all Chico State majors and options working with academic departments to ensure majors are advertised properly.
- \* Add/maintain/remove General Education, American Institutions and GEAR tags to Chico State Fully online courses that have these course attributes and update these tags every new catalog cycle.

List Functional Category with Responsibilities:

- \* Initial review of changes to degree programs which may affect the similar designation with the Transfer Model Curriculum (TMC) and elevate to Articulation Officer for review.
- \* Develop and maintain the Articulation webpage to serve as a resource showcasing Chico State as a transfer friendly campus for potential transfer students.
- \* Analyze C-ID reports for new articulation opportunities.
- \* Oversee and facilitate the CIAC listserv membership (CA State System listserv housed on Chico State campus) vetting requests to determine appropriateness.
- \* Participate on relevant conference calls with ASSIST and the CSU CO.
- \* Supervise student assistant.
- \*\* Responsible for training, scheduling and performance evaluation.
- \*\* May participate in hiring of student employees.
- \* Assist Articulation Officer with special projects as needed.
- \* Perform other duties as assigned.

Total should equal 100% Time and 100 Weight	Total	100%	0
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**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:**

Thorough knowledge of:

- \* Policies, procedures and outside regulations pertaining to the applicable program or administrative specialty including:
- \*\* California, CSU and Chico State policies or ability to research this information (Education Code, CSU Executive orders Coded Memos, and Chico State Executive memorandums)
- \* Office software packages (e.g. Microsoft Word, Excel, and Outlook), technology and systems used for articulation processes including:
- \*\* PeopleSoft Transfer Credit Module or similar systems.
- \*\* Articulation related systems (ASSIST, TES) or similar systems.
- \*

Working knowledge of:

\* Standard theories, principles, practices and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations, including:

- \*\* Project management theory and practices.
- \*\* Principles, practices and trends in postsecondary education.
- \*\* Transfer credit rule building and the flow of credit into the DPR.
- \*\* Policies, procedures and practices of curriculum development and transfer requirements.
- \*\* Methods and procedures for research and statistical analysis and the ability to apply them.
- \*\* Curriculum requirements and policies.
- \* English grammar, punctuation, and spelling.
- \* Chico State's facilities use policies and procedures.

Basic knowledge of:

- \* University infrastructure, policies, and procedures.
- \* Campus organizational structures.

#### SKILLS:

Incumbent must possess:

- \* Skill with research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- \* Expertise in investigating and analyzing problems with a broad administrative impact and implications.
- \* Organizational skills to plan, prioritize and coordinate projects and accomplish goals through collaboration.
- \* Interpersonal skills to effectively coordinate work with individuals at all levels within the organization, and act as a representative to outside entities, as needed.
- \* Proficiency with database applications, SQL queries and advanced MS Excel features to analyze data sets and create reports.
- \* Keyboarding and typing skills.

#### ABILITIES:

Incumbent must have the ability to:

- \* Use reasoning and the interpretation and application of theories and principles to develop and recommend alternatives and best courses of action.
- \* Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- \* Effectively interpret, organize and present information and ideas in written or presentation form.
- \* Train others on new skills and procedures, and provide lead work direction.
- \* Learn, interpret, follow, and apply a wide variety standard of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty.
- \* Analyze data and make accurate projections using business mathematics and basic statistical techniques.
- \* Organize and plan work and projects including handling multiple priorities.
- \* Work independently, make independent decisions and exercise sound judgment.
- \* Compile, write, and present reports using judgment and discretion in selecting and analyzing information for inclusion, and effectively present the information.
- \* Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- \* Perform duties as assigned.

## 2. Education and/or Experience

The knowledge, skills and abilities listed above would normally be obtained through a bachelor's degree and/or equivalent training and two years of full-time administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of 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 for meetings and events. Also refer to the Physical Requirements & Work Environment form regarding this position.

### G. WORK ENVIRONMENT

The position involves a high level of interaction with academic department and college staff and faculty throughout the academic year with several significant peaks during each semester. The position involves interaction with campus administrative offices, various campus-wide service providers and other personnel within the CSU system, including the Chancellors office and off-campus software providers. The position occasionally involves travel. 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: \_\_\_\_\_