



**A. Position Data**

Incumbent: Vacant/Recruitment EmplID: \_\_\_\_\_ Date: \_\_\_\_\_  
Working Title: Articulation Officer Work Direction Given By: Interim University Registrar  
(Lead)  
Department: Office of the Registrar Reports To Title: Interim University Registrar  
(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 EII Job Code: 1038  
Position Number: 00005417 Level/Range/Grade: 3  
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**

Working independently, under general direction, the primary responsibility of the CSU, Chico Articulation Officer is to oversee the day-to-day administration of articulation agreements between CSU, Chico and California Community Colleges, other CSU campuses, UC campuses, and private/independent California and out-of-state colleges/universities to streamline transfer, support Graduation Initiatives and legislative efforts to facilitate degree completion and support recruiting efforts of international and out-of-state students. The articulation officer develops and maintains articulation records, data, and transfer credit PeopleSoft rules and provides program leadership, representing CSU, Chico to the CIAC community and CSU Chancellors Office on newly proposed/revised policy related to transfer. Articulation agreements are used by community college counselors and CSU, Chico evaluators, counselors and transfer, graduation and academic advisors, to facilitate the successful acceptance of transfer coursework completed towards satisfying lower-division major preparation and general education, as well as facilitating University compliance with legislative mandates related to student success, access and equity via establishment of articulation agreements/course equivalencies (e.g., CSU Graduation Initiative, Star Act/SB 1440, AB 386, CourseMatch, and many CSU system executive orders). The Articulation Officer oversees the ASSIST and TES systems as well as PeopleSoft transfer credit rules in conjunction with technical staff, and serves as the campus expert in all articulation matters; researching, analyzing and following all statewide policies, ensuring Chico State is in compliance; developing policies and procedures in response to new or changed policy and directing and leading Chico State faculty and staff on such policy.

**SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:**

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.

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.

The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent. Therefore, this is a "designated position" under the California State University's Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Group/Category: Admissions Director, all levels, CAT 2)

## 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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30%	
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#### CAMPUS ARTICULATION PROCESS:

- \* Serves as the campus expert in all articulation matters; researching, analyzing and following all statewide policies, ensuring Chico State is in compliance; developing policies and procedures in response to new or changed policy and providing leadership to Chico State faculty and staff on such policy.
- \* Serves as liaison between CSU, Chico and other statewide as well as out-of-state college and university articulation officers or appropriate representatives.
- \* Disseminates current and accurate articulation data to students, staff, appropriate departments, administrators and campuses.
- \* Responds to articulation requests from all 115 California Community College articulation officers; researching and proposing articulation for coursework at other CSUs, UCs, California Independent colleges/universities and out-of-state community college and 4 year institutions.
- \* Develops creative ways to report articulation agreements by major for institutions not available in ASSIST.org to aid in recruitment efforts of international and out-of-state students.
- \* Collaborates with Graduation Advising and the Assistant Registrar to determine common major course substitutions submitted by major advisors in an effort to articulate courses and minimize substitution workload and streamline transfer and degree completion.
- \* Prepares and distributes annual summary of CSU, Chico lower division course additions, changes, deletions and program changes to all California postsecondary institutions.
- \* Reviews and analyzes CSU, Chico curriculum changes as well as curriculum change summaries from articulation officers within the CIAC community (all CCCs, CSUs, and UCs) to ensure existing articulation agreements are valid and if not valid, communicate with appropriate parties as to necessary changes to existing articulation agreements.
- \* Reviews and analyzes existing articulation agreements/course equivalencies with institutions outside the CIAC community to ensure existing articulation agreements/course equivalencies are still valid (work performed without curriculum summary of changes).
- \* Makes decisions about articulation and establishes precedents and guidelines for future situations.
- \* Maintains and oversees CSU, Chico's articulation programs, procedures, and policies as dictated by the California Education Code, California State University (CSU), University of California (UC) regulations and standards, and California Community College Chancellor's Office Guidelines and Standards.
- \* Develops and maintains a comprehensive articulation program which includes UC, CSU, private universities and colleges throughout California and beyond working with other campus entities (e.g. Office of Admissions, Office of International Education) to actively support recruitment of international, out-of-state and diverse student populations.
- \* Reviews articulation requests and coordinates with appropriate faculty for review if the request is appropriate. If an articulation request is denied, consults with appropriate faculty to provide justifications to the requester.
- \* Produces catalog text for courses based upon CSU Executive Orders (EOs) along with faculty input for system-wide credit of external exams such as Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP).
- \* Develops, maintains and provides oversight of the college transfer credit, general education, and major preparation articulation programs including but not limited to: University of California Transfer Course Agreement (UC TCA); Inter-segmental General Education Transfer Curriculum (IGETC); California State University General Education Breadth (CSU GEB); CSU Fully Online program; Associate Degree for Transfer (ADT); and Course Identification Number (C-ID); in cooperation with other inter-segmental articulation officers, inter-segmental administrators, CSU, Chico faculty, administrators, advisors and curriculum representatives.
- \* Provides consultation to faculty, college deans, and other college representatives on course and program articulation issues, as related to the review, revision, and development of courses with transfer preparation and articulation potential, as well as the establishment of transfer agreements and memorandums of understanding (MOU).

List Functional Category with Responsibilities:

- \* Apprises and advises campus community, including administrators, of the status of articulation agreements, TMC and C-ID descriptor review, the ADT program (SB 1440), transfer agreements, new and revised policy as related to transfer and articulation, and Memorandum of Understanding ( MOUs) with four-year public and private institutions.
- \* Prepares and disseminates curriculum reports as required by the university or CSU, as well as other collegiate organizations and systems.
- \* Facilitates discussions and negotiates the resolution of sensitive curricular issues between faculty and other collegiate institutions which impact the development of articulation agreements, maintaining the positive relationship between the articulation community, faculty from other institutions and CSU, Chico faculty.
- \* Maintains historical files of articulation and the Articulation webpage.

**COMMUNICATION AND COMMITTEE FUNCTIONS:**

25%	
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- \* Serves as CSU, Chico's contact for all articulation related matters. Participates in college, district, regional and State articulation related activities and organizations. Remains informed of, ensures timely compliance with, and communicates to Chico State faculty/staff/administrators inter-segmental articulation changes, policy changes and developments. Creates new policies and procedures as necessary and advises Chico State faculty/staff/administrators on new policies and procedures.
- \* Responds to inquiries and provides information to internal and external stakeholders, such as students, faculty, advising staff, community college counselors, the CSU Chancellor's Office and administration.
- \* Responds to faculty requests for new articulation and to review existing articulation. Negotiate other colleges' requests.
- \* Advise faculty on interdepartmental articulation.
- \* Negotiate between departments on articulation.
- \* Assist Admissions Advisors, Graduation Advisors and other campus advisors with articulation and evaluation questions related to all articulation including out-of-state, EO/legislative policy and policy change questions.
- \* Reviews and updates catalog information on External Exams and other copy related to articulation.
- \* Participates in CSU, Chico campus/regional/statewide meetings, online and/or in person such as , the Northern California Inter-segmental Articulation Council (NCIAC), the California Inter-segmental Articulation Council (CIAC), Region 1 & 2 Articulation Officer meetings, and various campus committee assignments as necessary. Acts as a mentor to new articulation officers answering articulation and policy related questions. Answers questions submitted to the CIAC and CSUAO listservs about policy, campus-specific practices related to awarding transfer credit. Remains active in CIAC by presenting break out sessions at conferences and participating at the executive committee level (Region 1 & 2 Chair 2017-2019, NCIAC Treasurer 2019-2021).
- \* Presents information at meetings and off-campus conferences.
- \* Coordinates materials for departmental articulation conferences.
- \* Informs other support offices of completed articulation (Academic Advising, Admissions, Student Records, and academic departments).
- \* Gathers statistical data, writes reports, and designs surveys as needed.
- \* Maintains the California Inter-segmental Articulation Council (CIAC) Listserv of 430+ articulation administrators which disseminates information regarding articulation and transfer issues to all four segments of higher education in the state.

**STATEWIDE PROJECTS:**

20%	
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- \* Serves as the Chico State contact with the CSU Chancellor's office on all matters related to articulation; develops new policies and procedures related to statewide articulation projects; makes recommendations to Chico State and CO leadership with regard to statewide projects; coordinates and provides leadership to faculty and staff on new policies and procedures related to statewide projects and mandates.
- \* Coordinates articulation information for Course Identification Number System (C-ID) requirements.
- \* Evaluates standard course descriptors to find similar CSU, Chico courses. If similar courses identified, submits to appropriate faculty for formal review.
- \* Enters and maintains similar course information into the C-ID website database.
- \* Runs reports of newly qualified C-ID courses, compares reports to existing courses/existing articulation, and enters new articulation where appropriate.
- \* Performs duties related to the SB 1440 (Associate Degrees for Transfer) project.

List Functional Category with Responsibilities:

- \* Analyzes Transfer Model Curricula and compares with CSU, Chico majors to identify potential similar matches to present to CSU, Chico faculty for review and approval, by discipline.
- \* Maintains TMC Degree Database.
- \* Verifies the accuracy of the list of Chico State identified majors and options and the qualified Associate Degrees for Transfer sent monthly from the CSU Chancellor's Office.
- \* Performs all duties related to the CSU Fully Online Program to help students find courses needed to complete graduation requirements per GI 2025: builds equivalencies for all CSU Fully Online courses to show students credit they will receive, tags CSU, Chico courses with attribute tags, uploads syllabi for CSU, Chico courses, researches potential course-to-course articulations and sends for faculty review, runs reports showing CSU, Chico student enrollment in CSU Fully Online program and make sure appropriate transfer credit rules built to properly process credit.
- \* ASSIST Policy Advisory CSU AO Representative: creating and establishing policy related to the new ASSIST system.
- \* CSU General Education Review team member (voluntary member allowed after at least one academic year in position): review CCC course submissions for general education review (annually review 100+ CCC courses to determine whether the course is approved or denied for GE/AI/IGETC status).

TRANSFER CREDIT ARTICULATION:

10%	
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- \* Oversees the AAS I position who completes the maintenance and input of PeopleSoft transfer credit rules to ensure accurate and efficient processing of student records.
- \* Reviews and evaluates student transfer credit articulation in PeopleSoft application.
- \* Understands the relationship between transfer credit and its intersection with the online degree audit and Degree Planner.
- \* Maintains transfer credit articulation rules within the PeopleSoft Transfer Credit Module:
  - \*\* Builds rules for all new course-to-course articulations (CCCs, CSUs, UC, other California institutions and out-of-state institutions).
  - \*\* Maintains rules for all course-to-course articulations.
  - \*\* Builds rules for new GE approvals for CCC courses, add rules for other CSU courses based on that CSU GE pattern, add GE rules for all other institution courses reviewed and approved for GE status.
  - \*\* Maintains all GE rules verifying courses still have approved GE status.
  - \*\* For CSU Fully Online program, builds rules for general elective credit and maintains these rules.
  - \*\* For all scenarios above, adds new rules for all courses that have a course subject and/or course number change.
  - \*\* Builds and updates test credit rules for approved external examinations.
- \* Disseminates processes related to transfer credit encoders with regard to articulation information.
- \* Coordinates and prioritizes private/independent California and out-of-state colleges/universities to streamline transfer, support Graduation Initiatives and legislative efforts "Special Projects" related to transfer credit articulation rules.
- \* Resolves problems in situations where appropriate credit doesn't process to student record per communications from transfer admissions advisors, graduation advisors and other academic advising areas.

ARTICULATION SYSTEM STIMULATING INTER-INSTITUTIONAL STUDENT TRANSFER

10%	
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- (ASSIST) PROGRAM: ASSIST is the statewide inter-segmental program that provides a computerized database for articulation and major preparation for transferring students. ASSIST displays California Community College, CSU and UC courses which are articulated and may be used in lieu of CSU, Chico lower-division courses to meet major requirements. ASSIST also provides information about majors offered at all four year institutions to provide students an opportunity to explore the available options.
- \* Monitors and maintains all curriculum information and articulation agreements in ASSIST ensuring agreements are accurate; ensuring student understanding to streamline the transfer process and time to degree completion and maintain integrity of Chico State degrees completed by transfer students.
  - \* Serves as liaison between CSU, Chico and the ASSIST Coordination Site.
  - \* Serves as liaison between CSU, Chico and the CSU Chancellor's Office regarding funding and requirements.
  - \* Participates in various ASSIST meetings on a regular basis.

List Functional Category with Responsibilities:

- \* Develops and maintains major (by option) and general education (GE program as well as GE Minors) templates in ASSIST, maintaining consistency with the CSU, Chico University Catalog ensuring major requirements are represented in a clear fashion for students to understand.
- \* Inputs all approved (faculty and C-ID) and denied articulations in ASSIST for accurate display of department and major articulation agreements.
- \* Publishes all curriculum, department, major and general education articulation agreements in a timely and accurate fashion for public consumption of data (faculty, staff, advisors, students).
- \* Maintains all CSU, Chico articulation agreements in ASSIST.
- \* Trains University faculty and staff in the use of ASSIST information as needed.
- \* Provides historical articulation data and reports upon request.
- \* Reviews and approves California Community College courses for the Global Cultures and U.S. Diversity requirement and maintain accurate lists of approved courses for all 113 California Community Colleges.
- \* Utilizes ASSIST work flows to streamline articulation agreement processing which entails training CSU, Chico faculty on new processes.

COLLEGE SOURCE TRANSFER EVALUATION SYSTEM (TES):

5%	
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- \* Monitors and maintains all equivalencies built in TES ensuring accuracy and student understanding to streamline time to degree completion.
- \* Reviews all CSU Fully Online program courses (every fully online course offered by every CSU - as of S19 3000+ courses) to determine appropriate credit: analyze courses to see if a course-to-course articulation is possible and forward requests to discipline faculty; review courses for general education status to remain in compliance with EO 1100 reciprocity standards; build appropriate equivalencies for all fully online courses offered through the CSU Fully Online program (articulation, general education and general elective credit) to support GI 2025 efforts of providing students with additional course options to clear unmet requirements to facilitate degree completion.
- \* Adds General Education, American Institutions and GEAR tags to CSU Chico Fully online courses that have these course attributes and update these tags every new catalog cycle.
- \* Works with CSU, Chico faculty and department support staff to acquire course outlines for the CSU, Chico fully online course offerings and upload to TES.
- \* Reviews existing equivalencies to ensure equivalencies are current and accurate based on changes to Chico State courses or other CSU courses offered through the CSU Fully Online program.
- \* As the TES Administrator, adds and removes users as necessary and provide any necessary training of the system.
- \* Maintains user added courses (language for all other equivalencies that are not course-to-course articulations)
- \* Adds articulations for college/university courses not represented in ASSIST upon faculty review of student records.
- \* To assist in the recruitment effort of out-of-state and international students, reviews course descriptions for targeted out-of-state colleges/universities in search of potential Golden IV general education courses (admissions requirement) and in collaboration with the various advisor groups that review such courses, review for GE status and create general education equivalencies in TES so credit can be awarded to all students taking such courses.
- \* To assist in the recruitment effort of out-of-state and international students, reviews course descriptions for targeted out-of-state colleges/universities courses for articulation in specific targeted majors and send articulation requests to discipline faculty.
- \* Make visible to the public all equivalency information available in TES.
- \* Monitors all equivalencies (course-to-course articulations, general education and elective credit equivalencies) on an annual basis to ensure the equivalencies are still valid.
- \* Utilizes TES work flows to streamline articulation agreement processing which entails training CSU, Chico faculty on new processes.

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 multicultural 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:

- \* Thorough knowledge of, and ability to apply, extensive expertise to the administration of CSU, Chico's articulation agreements, including pertinent laws and regulations.
- \* Thorough knowledge of policies, procedures, and outside regulations pertaining to articulation and transfer credit.
- \* Expertise in and advanced knowledge of the principles, problems and methods of utilizing student information systems for articulation and transfer credit.
  
- \* Working knowledge of:
  - \*\* Standard theories, practices and techniques applicable to articulation to develop conclusions and make recommendations.
  - \*\* The principles, practices, and trends and outside regulations pertaining to postsecondary education.
  - \*\* Operational analysis and techniques.
  
- \* Expertise in using office software packages (e.g. Microsoft Word, Excel, and Outlook), technology and systems.
  
- \* Basic knowledge of methods and procedures for research and statistical analysis and the ability to apply them.

#### SKILLS:

Incumbent must possess:

- \* Expertise in administrative survey techniques, operations and systems analysis, statistical and research methods, and the ability to interpret and evaluate results to develop sound conclusions and recommend new or revised policies.
- \* Expertise in investigating and analyzing problems with a broad administrative impact and implications.
- \* Consultative skills working with internal and external constituent groups.
- \* Skill in the 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.

#### ABILITIES:

Incumbent must have the ability to:

- \* Understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive and develop strategic solutions.
- \* Work with representatives from public and private entities and handle potentially sensitive situations.
- \* Effectively present ideas and concepts in written or presentation format and use consultative and facilitation skills to gain consensus.
- \* 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.

\* 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.

\* 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

### EDUCATION AND EXPERIENCE:

The knowledge, skills and abilities listed above would normally be obtained through a bachelor's degree and/or full-time equivalent training and three years of 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 will primarily perform professional office work involving computers and consultations with staff, faculty, and administration. Devices used include, personal computer/laptop, multi-line phone, fax, and copier. May frequently sit, move, stand or work at a computer terminal for long periods of time. This is a fast-paced environment requiring a flexible schedule. Early morning, evening or weekend hours may be required, as needed to travel and complete work, projects or reports. Travel is via private vehicle, rental car, shuttle or plane. May occasionally work outside and locations may include even and uneven walking surface Also refer to the Physical Requirements & Work Environment form regarding this position.

## G. WORK ENVIRONMENT

Work is performed in a typical office environment operating standard office equipment. Travel is required to regional and statewide transfer and articulation meetings. 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.

Replace this text with preferences. This box will expand as needed when you tab to next field.

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

Replace this text with additional recruitment information. This box will expand as needed when you tab to next field.

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## APPROVAL

*In Order of Approval*

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President (or Designee): \_\_\_\_\_ Date: \_\_\_\_\_

Classification/Compensation: \_\_\_\_\_ Date: \_\_\_\_\_