

## POSITION DESCRIPTION

Position descriptions are the foundation for recruiting, classification decisions and performance evaluations. A position description is maintained in Human Resource Management for all staff and management employees describing current job duties and responsibilities. Position descriptions should be updated as needed to reflect current duties and submitted to Human Resource Management for review. New employees should review and discuss their position description with their Appropriate Administrator.

**Action Requested:** *Organizational Chart required for all actions.*

- Review of a new or vacant position
- Initiate a classification review
- Update an existing position description (no review requested)

<b>Name of incumbent (if filled position):</b>		
<i>If vacant, name of previous incumbent:</i>		
<b>Working Title:</b> Evaluator I		
<b>Classification Title:</b> Evaluator I		
<b>Department Name:</b> Admissions Office		<b>Division:</b> Student Affairs
<b>Appropriate Administrator/Supervisor Title:</b> Maritza Solano/Associate Director, Admissions		
<b>Position Number:</b> 00002330	<b>Job Code:</b> 2632	<b>Grade Level:</b> 1
<b>Time Base:</b> 1.0	<b>FLSA Status:</b> Non-Exempt	

**Position Summary:** *In a few sentences, briefly describe the primary function of the position.*

Under general supervision of the Associate Director of Admission, the Evaluator I will perform evaluations of records for admission eligibility. The incumbent will interpret and apply provisions of Title V California administrative code and University policies relating to admission; provide information and advice to applicants, students and faculty on state and university requirements for degrees at the undergraduate and graduate level.

**Major Duties:**

*Describe the major responsibilities assigned to this position (typically 5 to 7) listing them in order of importance. Indicate the approximate percentage of time spent in each area of responsibility, estimated over a year timeframe (Minimum of 5% for a given duty. Primary responsibilities should represent the majority of the time allocation, with the total equaling 100%). Miscellaneous or other duties should be 5%.*

*Indicate duties, which are “essential functions” by checking the Essential Function box in the right column.*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “essential functions”, which is intrinsic to the work. **A function may be essential because 1) the position was established to perform the function; 2) a limited number of employees are available to perform the function; and/or 3) removing the function would fundamentally change the position.** (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

Description of Duties	% of Time Total = 100	Essential Function
Interpret documents from other educational institutions to determine equivalency of degree and courses toward CSU requirements; determine accreditation status of every institution with regard to acceptance of credit; determine course content, level (lower division, upper division, graduate) unit value and grading from transcript and appropriate catalogs from other institutions; determine equivalency of courses from other institutions to university requirements; determine admission eligibility by the evaluation of high school records and transfer institutions. Ensure CSU residency requirements are met; evaluate courses, satisfaction of specific non traditional credit and university general education and statutory requirements; results of various examinations toward course credit such as Advancement Placement, CLEP and other system approved testing procedures.	70%	<input checked="" type="checkbox"/>

Correspond and confer with students regarding evaluation of their prior education institutions and agencies as needed to clarify policies, provide information and advice to ineligible students regarding educational alternatives available to achieve eligibility for admission. Responsible for appropriately corresponding with students regarding the status of their admission's application. Must be able to interpret and apply a variety of policies to complex and varying individual students' records	15%	<input type="checkbox"/>
Maintain cooperative working relationships between unit, academic departments and other student service areas; provide data on application or student status' based on workload; assist other areas of Admissions; and, perform other functions relating to admissions and evaluation as required.	10%	<input type="checkbox"/>
All other duties as assigned by the supervisor or manager	5%	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

**Changes in position:** *If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?*

**Physical Effort:** *Indicate the type of physical effort which is essential to the position activities:*

Light Work - involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.

**Environmental Factors:** *Indicate the type(s) of environmental factors which are essential to the position activities:*

<input checked="" type="checkbox"/> Inside (Typically Office Environment) Frequency: <u>Constantly - Essential</u>	<input type="checkbox"/> Extreme Temperature (hot/cold) Frequency: Choose an item.	<input type="checkbox"/> Elevated Work (Raised platform/scaffold) Frequency: Choose an item.
<input checked="" type="checkbox"/> Outdoor Frequency: <u>Occasionally</u>	<input type="checkbox"/> Hazards Frequency: Choose an item.	

**Supervision Received:** *Indicate the level of supervision received by the position from the Appropriate Administrator.*

General Supervision - some control over administrative or technical aspects of work; definite work objectives are set, but the methods of performing tasks are frequently left to the judgment of the employee with the supervisor providing occasional advice.

**Supervision Exercised:** *Indicate the type of supervisory responsibilities that are associated with the position.*

No responsibility for supervising the work of others.

**Specialized Materials:** *The position may require the use of the following equipment, machinery, tools, vehicles or office equipment:*

**Special Working Conditions:** *List any overtime requirements, 24/7 on-call, work schedule, etc.*

**Knowledge, Skills, and Abilities:**

Knowledge of the format and interpretation of course records and transcripts of institutions of higher education; knowledge of authenticating course credits and comparing records of differing formats, such as foreign records; knowledge of campus curriculum requirements for majors, minors, terminal degrees, and special program designations, and knowledge of application of campus resource guidelines for making determinations using various criteria.

Ability to be thorough, consistent and accurate in the interpretation of records against criteria; ability to comprehend and interpret complex regulations or requirements and to apply them in the evaluation process; ability to maintain resources which document and update criteria; ability to explain criteria and evaluations to others; ability to make accurate records; ability to organize work to meet deadlines; ability to safeguard the confidentiality and security of records.

**Experience and Education:**

Equivalent to completion of a formal training program in academic records evaluation OR one year of academic records evaluation experience OR any 12-month combination of training and experience related to academic records evaluation.

**Preferred Qualifications and/or Specialized Skills and Abilities:** (if none, write N/A):

Preferred: possession of a Bachelors degree from an accredited college or university or equivalent.

Preferred: Prior experience as a Graduation or Admissions Evaluator or related experience in a student services department in a college or university setting. Equivalent to six months responsible experience involving academic, administrative, fiscal or statistical records processing and maintenance.

Skill in quantitative methods and data entry.

**Signatures** (Acknowledgement that the information is accurate)

<b>Name of Employee:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Name of Supervisor/Dept. Manager:</b>	<b>Signature:</b>	<b>Date:</b>

**For HR Use Only**

Classified By: Adriana Godoy Date: 9.1.21

- General Reporter     Limited Reporter     Background Check     Fingerprints     Physical Exam  
 Driver's License     Conflict of Interest     MPP Job Code \_\_\_\_\_