

## 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</b> <i>(if filled position):</i>		
<i>If vacant, name of previous incumbent:</i> Mayra Aguilera		
<b>Working Title:</b> Transfer Credit Evaluator		
<b>Classification Title:</b> Evaluator I		
<b>Department Name:</b> Registrars Office		<b>Division:</b> Student Affairs
<b>Appropriate Administrator/Supervisor Title:</b> John Hill/Registrar		
<b>Position Number:</b> 00002449	<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 Registrar, the Transfer Credit Evaluator will perform evaluation duties for the Transfer Credit Unit Department. The incumbent will analyze, interpret, and apply provisions of Title 5 of California administrative code and university policies relating to applications, admissions, and/or transfer credit. In addition, the incumbent will gather and organize resources, review and document business processes. will work collaboratively with other Evaluators to maintain productivity and quality. The incumbent also keeps records, creates reports, and may collect data if need be.

**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
-Interprets documents from other educational institutions to determine equivalence of degree and courses toward CSU requirements for transfer credit -Determine course content, appropriate level (lower division, upper division, graduate), unit value and grading from transcript(s) and appropriate catalogs from other institutions; -Determine equivalence of courses from other institutions to university requirements; -Evaluate courses in satisfaction of specific non-traditional credit, university general education and statutory requirements; -Evaluate results of various examinations toward course credit, such as Advance Placement (AP), the College Level Examination Program (CLEP), and other system approved testing procedures. - Performs difficult and complex interpretations of transcripts and determine course applicability for general	70%	<input checked="" type="checkbox"/>

studies. -Clarifies policies as necessary via correspondence and discussion with representatives of other institutions, agencies and campus community.		
-Integrate major, minor and second major (if applicable)-degree requirements from the academic departments, general studies/education requirements, residency requirements, appropriate test scores, and University and Title V requirements into a comprehensive graduation evaluation (degree check) in order to determine degree compliance. Corresponds and confers with current students, faculty and staff regarding the processing and evaluation of academic documents and prior education institutions and agencies, as needed, to clarify policies. -Must be able to interpret and apply a variety of policies to complex and varying individual students' records.	25%	<input checked="" type="checkbox"/>
Other duties as assigned	5%	<input type="checkbox"/>
		<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:*

Sedentary Work - involves mainly sitting; walking and standing are minimal; involves lifting light weight objects limited to 15 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 checked="" type="checkbox"/> Extreme Temperature (hot/cold) Frequency: <u>Occasionally</u>	<input type="checkbox"/> Elevated Work (Raised platform/scaffold) Frequency: <u>Choose an item.</u>
<input checked="" type="checkbox"/> Outdoor Frequency: <u>Occasionally</u>	<input type="checkbox"/> Hazards Frequency: <u>Choose an item.</u>	

**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):

Bachelor's degree from a four-year college or university.

Prior experience as a graduation or Admissions Evaluator or related experience in admissions and records unit. Two (2) years of progressively responsible general office experience.

Ability to effectively communicate with a diverse population (students, faculty, staff, and administrators) both in written and oral; work independently with guidance from the Transfer Credit Lead in analyzing and assessing problem situations; be thorough, accurate, and consistent in the review and interpretation of compliance with admissions/graduation requirements; comprehend and interpret complex policies and requirements and apply them to a variety of complex situations; and, safeguard the confidentiality and security of records.

Skills in Evaluation of academic records as required for evaluation of transfer credit requirements; and, prioritizing and organizing work to meet deadlines.

**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> John Hill	<b>Signature:</b>	<b>Date:</b>

**For HR Use Only**

Classified By: Adrienne Gutierrez Date: 3.29.23

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