



EVALUATION SPECIALIST

DEFINITION

Under general supervision, performs specialized evaluations and audits in providing counselors, academic advisors, and students with accurate and current articulation, transfer, matriculation, and retention information in accordance with District policies and procedures; prepares, completes, and forwards certification of articulated lower division courses; interacts frequently with students, staff, faculty, and the general public and explains District policies and procedures and/or directs questions and inquiries to the appropriate staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for performing the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires thorough knowledge of the policies, procedures, and curriculum articulation processes.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Evaluates transfer coursework from and to domestic colleges and universities, military, and other educational institutions for course equivalency with College courses to clear major and general education (GE) requirements for degrees and certificates.
- Prepares Intersegmental General Education Transfer Curriculum (IGETC) University of California (UC) or California State University (CSU) or CSU GE certification of articulated courses and forwards to transfer school in accordance with established standards, policies, and procedures.
- Analyzes prerequisite forms and determines status (approved or denied) under the direction of the Instructional Department Chair.
- Researches statewide databases, course descriptions, and syllabi to recommend course equivalencies and identify discrepancies; codes transcripts, clears prerequisites, and enters codes into appropriate databases; prepares recommendations and reports for staff and faculty.
- Reviews and evaluates applications for degrees and certificates of achievement, including conducting degree audits to verify requirements are met; updates graduation application status in student database; provides list of students meeting graduation requirements; notifies and corresponds with students, staff, faculty, and management on status of graduation applications; prints diplomas, certificates of achievement, and replacements.
- Articulates and posts transferable courses to students' academic record; notifies students and provides information regarding application of transferrable credits and degree audit and counseling resources; evaluates transcripts and Advanced Placement (AP) credits; calculates grade point average (GPA).

- Builds and modifies degrees and certificate programs into the degree audit system by scribing and coding catalog and course information; monitors data for accuracy and compliance with federal and state regulations and District policies and procedures; establishes parameters and creates reports; participates in troubleshooting technical problems; makes recommendations on system improvements as related to the assigned functions; assists in preparing and maintaining documentation.
- Designs, creates, and edits a variety of documents, including correspondence, letters, memos, agendas, guides, lists, forms, schedules, flyers, event materials, and statistical reports.
- Assists with development, preparation, and presentation of information for on-campus and off-campus meetings; attends and facilitates a variety of events, meetings, workshops, and conferences; promotes District programs and services.
- Acts as a liaison for counseling, faculty, and other District staff by providing accurate and current articulation, transfer, matriculation, and retention information in accordance with District policies and procedures.
- Provides needed information, training, and demonstrations concerning how to perform certain work tasks to new employees.
- Performs a variety of office support duties such as scheduling meetings with other staff; updating and maintaining websites; attending meetings and taking minutes; and ordering and maintaining office and other related supplies.
- Learns and applies emerging technologies related to the area of assignment.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Curriculum evaluation processes, guidelines, policies, and procedures used in admissions, articulation, transfer, matriculation, and retention processes for two and four-year colleges, as well as state community college regulations and requirements.
- Reference materials and resources available to evaluate traditional and non-traditional coursework.
- Proper techniques involved in evaluating transcripts and/or auditing degrees.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Record keeping and filing systems and methods.
- Principles and practices of data collection and report preparation.
- Basic arithmetic and statistics.
- Business letter writing and the standard format for reports and correspondence.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

- Research and interpret information gathered from the statewide articulation database, course descriptions, student transcripts, degrees, and syllabi to recommend course equivalencies and identify discrepancies.
- Determine academic eligibility based on supporting documentation.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Prepare, review, and present reports and other correspondence and communications in a clear and concise manner.
- Learn programming languages such as HTML and SQL.
- Maintain accurate databases, records, and files.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Compose correspondence and reports independently or from brief instructions.
- Perform arithmetic and statistical computations accurately.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college and three (3) years of experience in a college admissions office, counseling office, or other environment dealing with college degree programs, students, or student records.

Licenses and Certifications:

- Depending on assignment, some positions require the possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-49

FLSA: Non-Exempt

EEO Code: H-50

Board Approved: April 2021