



Curriculum Analyst

Classified Range: 54

Board Approved: 12/12/25 P. 1|5

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs advanced, specialized, and highly responsible curriculum support functions, ensuring the accuracy, integrity, and compliance of curriculum and catalog processes with institutional policies, state regulations, and accreditation standards.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers and other administrative staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assists the assigned Vice President of Instruction in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities related to curriculum support; including the preparation and submittal of the annual Prerequisite Survey and the Annual Curriculum Approval Certification to the Chancellor's Office.
2. Administers the curriculum management system, including course and program coding; coordinates the implementation of new software and technical procedures that support curriculum development.
3. Reviews and submits programs and courses to the Chancellor's Office, making sure curriculum aligns with California Education Code, Title V, and the California State Chancellor's Office, serving as liaison to the Chancellor's Office for curriculum matters.
4. Serves as the system administrator for the online catalog management system; editing and updating the catalog (and addendum) annually; creating timelines and evaluating the process to plan for improvements in the catalog; coordinates with the printers.
5. Works with Admissions and Records to update the CCCApply database and degree planning system; troubleshoots course registration errors.
6. Reviews and analyzes curriculum for compliance with state regulations and education code, federal regulations, and District policies and procedures; audits all new course and program MIS codes and documentations before submitting to the Chancellor's Office.
7. Assists the Accreditation Liaison Officer (ALO) in compliance with ACCJC requirements for new and substantially modified programs; assists the ALO with the preparation of Accreditation reports regarding curriculum and learning outcomes.
8. Participates in curriculum creation, revisions and modifications as approved by the appropriate administrator and enters the approved curriculum information into internal and/or external curriculum databases as appropriate.
9. Develops, maintains, and updates a variety of reports, lists, and databases related to curriculum and programs as directed.
10. Serves as an informational resource, responding to requests, inquiries, and questions from



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administrators, faculty, staff, students, and community members.

11. Plans, designs, and creates various reports/statistical data for programs, courses, and other related data on various computer database programs; prepares reports on programs and courses including but not limited to: Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), Distance Education courses (DE), CTE programs and courses, Enhanced Noncredit, and Gainful Employment (GE) programs.
12. Serves as lead liaison and technical resource to the Curriculum Committee; assists in the preparation of agenda, board agenda items, and various other materials; develops and recommends timelines and calendars; manages curriculum and academic programs websites.
13. Provides administration, faculty, and staff with training and support on how to access and use the curriculum management system; provides technical support and assistance in creating, updating, and maintaining curriculum; troubleshoots problems; participates in the review and testing of system upgrades.
14. Collaborates with District personnel in updating and maintaining course and program records including MIS data; identifies and resolves issues and concerns relating to implementation, operations, policies, and procedures and coordinate the resolution of technical issues.
15. Maintains current knowledge of applicable laws, regulations, policies, and procedures including those related to college curriculum, Title V, and Education Code regulations.
16. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information



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- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation



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- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in business or a related field from an accredited institution.

Experience:

- Four (4) years of increasingly responsible administrative support experience in an Office of Instruction and Curriculum or another educational environment.

Equivalency Provision

In the absence of a Bachelor's degree, an Associate's degree or sixty (60) semester units of college level coursework in business or a related field, and six (6) years of increasingly responsible secretarial experience in an Office of Instruction and Curriculum or another educational environment is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer



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screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.