



Instructional Scheduling 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

Prepares, organizes, enters data for, and formats the College's class schedules.

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.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serves as lead responsible for identifying and analyzing schedule errors, attendance accounting manual requirements, and data from IT and Research to ensure efficiency and accuracy in class scheduling.
2. Plans, develops, and formats the schedule of classes for all terms ensuring compliance with institutional policies, attendance accounting guidelines, and operational requirements.
3. Reviews and verifies course listings and schedule data for accuracy, completeness, and compliance with state regulations and institutional policies; works closely with faculty, administrators, and staff to identify and resolve discrepancies, ensuring alignment with academic and operational requirements.
4. Develops and disseminates the class schedule production calendar based on registration cycles; communicates key deadlines to instructional faculty, staff, and administrators to ensure timely and efficient schedule development.
5. Maintains and updates scheduling software and student data systems, ensuring accurate instructional space assignments and data integrity; collaborates with IT to recommend system modifications and enhancements to current systems and software.
6. Develops, updates, and maintains comprehensive training guides and instructional materials for classroom scheduling management software, emphasizing classroom availability and conflict resolution; ensures resources remain current with institutional policies and system updates.
7. Responds to inquiries from faculty, staff, and management regarding the student data management system, scheduling processes, and instructional services procedures; extracts and reviews curricula, schedules, and related data to ensure compliance with the attendance accounting manual as well as state and local regulations.
8. Compiles, analyzes, and prepares reports on instructional scheduling data, including enrollment trends, room utilization, and compliance metrics; generates correspondence and documentation for management review.
9. Processes and updates staff assignment changes in scheduling and instructional systems as needed to ensure accurate records and availability.



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10. Verifies prerequisites for divisions and departments, identifying and resolving discrepancies or data errors to support accurate course enrollment and compliance with institutional policies.
11. Represents the Instruction Office on committees, task forces, and working groups, including but not limited to MIS, DAWG, Curriculum; contributes expertise on instructional scheduling and system functionality.
12. Assists in the configuration and maintenance of scheduling software, ensuring compliance with attendance accounting regulations and institutional requirements.
13. Reviews and responds to audit findings related to instructional scheduling; assesses scheduling processes for efficiency and compliance; develops training materials and delivers workshops for faculty and staff.
14. Supports the articulation process by assisting in the submission and maintenance of transfer degree documentation in coordination with the Articulation Officer.
15. 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
- 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



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- 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

- 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**



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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 responsible administrative and secretarial experience including experience involving responsibilities related to the preparation of college catalog and class schedules or similar documents.

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 responsible administrative and secretarial experience including experience involving responsibilities related to the preparation of college catalog and class schedules or similar documents 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 screens and printed documents; and to operate assigned equipment.



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