



Lead Admissions and Records Evaluator

Classified Range: 47

Board Approved: 11/18/21 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 complex lead work related to the evaluation of student academic records as they pertain to college degree and certificate requirements, course prerequisites, and college transfer requirements.

DISTINGUISHING CHARACTERISTICS

The Lead Admissions & Records Evaluator is distinguished from the Admissions & Records Evaluator classification by the level of responsibility assumed and additional duties assigned, including the provision of lead support for assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serves as lead for Admissions and Records Evaluators; participates in and oversees evaluations functions; provides training, guidance, and assistance to other evaluators, counselors, and other constituent groups as it relates to degree audit education planning, transfer certification and academic program evaluation.
2. Provides information and assistance to students, faculty and administrative personnel regarding specific requirements for various degree programs, vocational certificates, general education certifications and other academic policies.
3. Assists in the planning, prioritizing, and organizing of the evaluations and degree audit functions.
4. Audits work performed by Admission & Record Evaluators in relation to transfer certification, evaluation, and program award accuracy; conducts quality control audits of diplomas to ensure accuracy and coordinate with other offices and/or vendors to ensure their timely mailing.
5. Serves as the lead operational resource in the resolution of difficult and problematic evaluations and degree audit syntax programming.
6. Oversees the implementation and maintenance of the course equivalency database for use by evaluators and counselors.
7. Provides leadership in the research analysis, development, implementation, and evaluation of technological advancements related to degree audit and education planning systems.
8. Serves as primary point of contact for the Office of Instruction, academic department Chairs, district Computing Services, Counseling, and Articulation; assists in the implementation, maintenance, and troubleshooting of various systems and applications as they relate to degree audit and student education planning.



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9. Analyzes approved curriculum for accuracy within college catalogs, degree audit, prerequisites, and academic programs; troubleshoots problems to find solutions; coordinates with appropriate departments to implement solutions.
10. Analyzes changes in state and federal legislation, regulations, college articulation agreements, policies and rules related to the California State University and Intersegment General Education Transfer curriculum; disseminates information related to new rules and procedures and conducts various workshops as needed to update appropriate college staff of those changes.
11. Analyzes and maintains articulation agreements with California State University (CSU), University of California (UC), and California Community Colleges (CCC); clarifies and interprets agreements for appropriate administrators, staff, and students; applies articulation agreements to the advisement and evaluation process of general education certification and degree and certificate completion.
12. Coordinates with the Articulation Officer on issues pertaining to C-ID, Assist, articulation, transfer preparation majors; disseminates changes to appropriate constituents.
13. Functions as the lead contact person for verification of Associate degree for Transfer (ADT); prepares necessary ADT reports for the CSU system; coordinates the evaluations of ADT students to finalize their CSU application process.
14. Compiles and verifies information; prepares, maintains and reviews a variety of records and reports; assures compliance with Federal State, and District laws, regulations and policies.
15. Coordinates activities with and provides training to other departments and staff regarding student records evaluation processes; assists other staff in the functionality of degree audit and education planning.
16. Attends and participates in professional development and other training programs and sessions; maintains familiarity with all aspects and procedures related to articulation, degree audit, education planning, student success and engagement, curriculum development, CSU and UC conferences, and any other relevant training programs to better enhance student success.
17. Composes correspondence and maintains files and records related to the operations of the Evaluation's office; posts graduation and certificate completions on transcripts; prints diplomas and certificates.
18. Enters student information into computer system to create graduate records; maintains student information system with completed evaluations.
19. Assist students in the completion of various forms and documents providing information regarding admissions and registration procedures and courses offered; may advise students of admission and graduation requirements.
20. Performs other duties related to the primary job duties.



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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

- 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



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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**

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**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations



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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 from an accredited college or university.

Experience:

Five (5) years of experience in admissions and records evaluation or articulation, degree auditing/graduation clearances, academic advising, or curriculum management.

Equivalency Provision

In the absence of a Bachelor's degree, an Associate's degree or 60 semester units and seven (7) years of experience in admissions and records evaluation or articulation, degree auditing/graduation clearances, academic advising, or curriculum management 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.

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