

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: DEGREE ANALYST

SALARY TABLE: 29

SALARY RANGE: 33

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of specialized duties in support of the issuance and preparation of diplomas for Associate degrees, Certificates of Achievement and Skills Competency Awards. Review and verify student eligibility to receive diploma for an Associate degree, Certificate of Achievement or Skills Competency Award; prepare, update and maintain related records, databases and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties in support of the issuance and preparation of diplomas for Associate degrees, Certificates of Achievement and Skills Competency Awards. Assist in assuring related activities comply with established standards, requirements, policies and procedures.

Review degree applications and supporting documentation to verify student eligibility to receive diploma for an Associate degree, Certificate of Achievement or Skills Competency Award. Review external transcripts, AP score reports, and petitions for waiver/substitution as needed to fulfill requirements. Verify student eligibility through the application of established complex and specialized academic rules and regulations as defined in the College catalog, curriculum records and applicable Title 5 regulations.

Maintain and update a variety of related records, databases and reports.

Work collaboratively with other offices (e.g. Academic Counseling, Admissions & Records, Articulation) regarding requests for Associate degrees, Certificates of Achievement and Skills Competency Awards.

Provide specialized information and assistance for students, staff, counselors, administrators and others regarding policies and procedures related to degree, certificate or award requirements; resolve problems as necessary.

Maintain and utilize a web-based program for producing Associate degrees and Certificates of Achievement. Update templates for diplomas and as needed. Communicate with software vendor as needed. Utilize appropriate software for producing Skills Competency Awards.

Maintain inventory of supplies needed for the production and distribution of diplomas, to include the paper stock, cardboard mailers, envelopes, and ink cartridges.

Operate a computer; utilize and understand complex and specialized software including student information systems; maintain current knowledge of technical advances in the field of specialty.

May assist with document imaging and monitoring of records for data integrity.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standards, requirements, practices, techniques and procedures involved in the awarding of degrees, certificates and awards.

Evaluation, processing and production of degrees, certificates, and awards.

General functions, policies, rules and regulations of a post-secondary education institution.

Applicable laws, codes, regulations, policies and procedures.

Methods of collecting and organizing data and information using paper copy and computer based records and retrieval systems.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Record-keeping and report preparation techniques.

ABILITY TO:

Comprehend complex rules, to interpret and apply them appropriately towards awarding of degrees, certificates and awards.

Work independently as well as in groups.

Analyze information, define problems, identify and evaluate possible solutions, formulate and document conclusions.

Identify appropriate resource materials and effectively research an issue or policy.

Organize complex information from a variety of sources, in a variety of formats.

Adapt and apply rules and standards as they evolve.

Recognize similarities and inconsistencies in records.

Perform arithmetical calculations with speed and accuracy.

Understand and independently carry out oral and written instructions.

Articulate policies and procedures to a variety of social, cultural and educational backgrounds.
Establish goals, set priorities and pursue projects to completion to achieve individual and office objectives.

Operate technological equipment; organize and prioritize assigned workload to meet established timelines/deadlines.

Understand and apply pertinent Federal, State and local laws and codes.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree and four years of increasingly responsible detailed clerical work involving records analysis, record-keeping, or related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Mobility to travel to different campus locations.