



West Valley - Mission

Community College District

Class Specification

Curriculum and Instructional Systems Analyst

Classified Position (Non-Exempt Status)

Classified Operations & Support Services Salary Schedule – Range 76

Definition

To perform a wide range of complex analytical and technical duties related to curriculum, instructional services, and college/program effectiveness; to coordinate a variety of complex analytical projects and assignments for a college instruction office; and to provide professional level support to the Vice President, Instruction or the Dean, Instruction.

Distinguishing Characteristics

This is the journey level in the single-level Curriculum and Instructional Systems Analyst professional class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

Supervision Received and Exercised

Receives direction from an assigned supervisor.

May exercise technical and functional oversight over technical and administrative support staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Plan, coordinate, and conduct administrative and operational analysis; recommend solutions based on findings.
- Design, develop, and coordinate implementation and evaluation of curricular administrative and operational systems and procedures.
- Conceptualize, research, analyze, compile and communicate curricular and other data for the completion of special and regular reports, college publications, surveys, and other matters; coordinate, review and submit new curriculum, degree and certificate programs and other curricular changes to state agencies.
- Use a variety of spreadsheet, database and other software to analyze complex statistical curricular, faculty and other data in order to ensure accuracy, draw conclusions and develop proposals; set up and maintain databases and other online resources of data.
- Monitor and analyze changes to laws, regulations, and procedures relative to curriculum development, review and approval processes; interpret, explain, and disseminate information on pertinent regulations to administrators, faculty and staff.

- Work closely with information technology staff to review, troubleshoot and correct Management Information Systems (MIS) data submissions.
- Identify, troubleshoot and rectify student administration applications problems in course catalog, class schedule, faculty workload, MIS, and other areas; work with information technology staff, other functional areas or outside consultants to solve complex procedural, operational and technical problems.
- Provide functional and technical oversight to staff involved in scheduling and curricular data entry; serve as a resource and provide technical support to managers, faculty and staff on curricular issues, schedule development and entry, and faculty assignments; schedule, coordinate and monitor the work of other, outside staff on special projects as assigned.
- Prepare and maintain a variety of federal, state, district, and college reports and surveys.
- Participate on committees; answer questions and provide expertise related to area of assignment.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Operation, procedures, and policies of college instructional programs.
- Pertinent federal, state, and district laws, codes and regulations.
- Tools, techniques and terminology used in statistical data analysis.
- Principles and practices of project management and work flow analysis.
- Software programs and database systems relevant to area of assignment.

Ability to

- Analyze existing work processes and develop improved methodologies and procedures.
- Function as project manager, providing liaison to other district and/or college faculty and administrators.
- Plan, coordinate and conduct analytical studies and surveys related to curriculum development.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Provide information and analyses in verbal or written form to district administrators, faculty and staff.
- Maintain comprehensive databases; coordinate software or database problems with information technology staff.
- Provide technical and functional supervision to assigned staff.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible technical or professional administrative experience in a college or university environment, preferably in a college instructional office involving work with curriculum development.

Education

Equivalent to possession of a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, social science, computer science, or a related field.

EEO Category: Professional Non-Faculty

Approved Date: September 24, 2019