

July 2013

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED**

**CLASS TITLE: LEAD TRANSCRIPT  
ANALYST**

**SALARY TABLE: 29**

**SALARY RANGE: 36**

**BASIC FUNCTION:**

Under direction of an assigned administrator, analyzes and evaluates incoming transcripts and other academic records and determines student advanced standing status using independent judgment, and application of complex and specialized academic rules and regulations. Serves as departmental lead on student information system initiatives; provides work guidance and direction to assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Analyze course descriptions, course syllabus for course content, level, unit value, and grading system using catalogues, class schedules, telephone, written communication and other appropriate reference material. Evaluate incoming transcripts and other academic records to determine or recommend coursework equivalency.

Determine students advanced standing in meeting certificate, degree, and other academic achievement requirements, in consultation with counselors and instructional faculty and established procedures; determine number of units and GPA accepted from other colleges applicable towards district degrees and UC/CSU general transfer; convert quarter units to semester units using established articulation agreements and practices; apply course repetition and limitation policies where applicable. Documents evaluation decisions and recommendations using electronic and/or hard copy records.

Research on-line and/or hard copy catalogues and/or curriculum databases to secure college course descriptions, course of study outlines and/or syllabus as needed for determining and/or recommending course equivalency and substitution status.

Provide specialized information and assistance for students, staff, counselors, administrators and others regarding course equivalencies, school policies and procedures related to academic credit and graduation requirements; resolves problems as necessary.

Collaborate with appropriate related offices for the efficient document and data management of transcripts, evaluation records, student records and degree audit records. Serve as departmental lead on student information system initiatives; provides work guidance and direction to assigned personnel; provides assistance to staff in resolving more complex issues.

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Assist with establishing and maintaining articulation of out-of-state, independent college and community college courses with SBCC courses. Provide articulation status reports.

Utilize appropriate state, regional and national articulation systems to access course articulation with California four-year colleges and universities for purposes of transcript evaluations.

Identify and recommend potential award, certificate and degree requirement substitutions for faculty review.

Stay current on changes in graduation and general education requirements.

Make recommendations for efficient intake, tracking, and other workflow related to processing of external transcripts.

Conduct workflow and data integrity tests to assure accuracy and utilization of analyzed and encoded equivalency and substitution course work throughout the advising and degree award processes.

Assist in determining pre-and co-requisite eligibility.

Analyze military test scores and military experience records to determine unit value and course substitutions consistent with district policy.

Assist with encoding course equivalency and substitutions into the college's degree audit system.

Initiate faculty review of course substitution petitions. Utilize workflow-tracking system to monitor course substitution petition flow and status.

Operate electronic transcript transmission systems using EDI/SPEEDE standards to secure incoming transcripts for evaluation.

Assist with document imaging and monitoring of records for data integrity.

Train and provide work direction to hourly and temporary employees.

**OTHER DUTIES:**

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

Knowledge of:

Standards, requirements, practices, techniques and procedures involved in articulation, transfer of credit and academic structures and terminology of international, United States and California secondary and post-secondary education.

Curriculum interpretation and application related to transfer of credit.

Transcript evaluation and processing methods, procedures and guidelines.

General practices, procedures and techniques involved in determining College course equivalency and transferability.

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 and explain complex rules, to interpret and apply them appropriately towards acceptance of transfer of credits from other institutions.

Work independently as well as in groups.

Lead and participate in effective and efficient customer service work teams.

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, and write concise summaries; understand and apply information in college catalogues, course schedules, courses of study outlines and course syllabus.

Adapt and apply rules and standards as they evolve, in making transfer of credit decisions.

Recognize similarities and inconsistencies in records (i.e. repetition of course content, inaccurate or false 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.

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Understand and apply pertinent Federal, State and local laws and codes.  
Establish and maintain effective working relationships.

**Education and Experience:**

Any combination equivalent to: bachelor's degree with course work in education, counseling, record-keeping, statistics or related field and two years increasingly responsible records analysis, documentation, interpretation/application of regulations and work flow management 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.

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