

**Position Information**

How to Apply

Application Deadline

Interested candidates must apply by the deadline listed below by 8:00 p.m., Pacific Standard Time.

03/06/2019

Position Title: Instructional Department Specialist (Instruction) Norco College

Job listing number

Department: Instruction (N)

Position Type: Support Staff (Classified / Confidential)

Student Position Type

Student Employment Location/Department

College/Campus: Norco

Physical location of the position: Norco

If off-site, please specify location.

Employment Type: Full-Time

If Part-Time, indicate the number of hours per week

Position Length: 12-month

Salary Range: Grade K

Salary Amount: \$ 4,556 - \$ 5,546

Salary Type: Monthly

Is this position categorically (grant) funded? No

If categorically (grant) funded, date funded through:

Department Specific Needs:

Job Description

**BASIC FUNCTION:**

Under the direction of the appropriate administrative dean, the Instructional Department Specialist coordinates and performs complex and highly responsible departmental duties requiring extensive specialized knowledge, independent judgment, analysis, decision-making and action, including schedule development, specialized reporting, monitoring of instructors and compilation of confidential faculty payroll data for department chairperson(s), director(s), Dean(s) and/or Vice President(s) and performs other related work as required.

Basic Function:

Education:

**EDUCATION:**

Associates degree from an accredited institution is required.

**EXPERIENCE:**

Two years full-time clerical or administrative experience required.

**KNOWLEDGE OF:**

College academic policies and procedures.

Experience:

**ABILITY TO:**

Interpret and explain rules and policies; possess a familiarity with college curriculum; maintain confidential and comprehensive files and records; prepare and edit reports and other materials; communicate orally and in writing; work independently with little direction; make sound judgments and decisions; perform mathematical calculations rapidly and accurately; train and provide work direction to others ? classified and short-term staff; perform technical duties of complex difficulty; and establish and maintain effective working relationships with other staff, students, faculty and the public.

Licenses/Certifications:

**LICENSES/CERTIFICATIONS:**

None

**COMMITMENT TO DIVERSITY:**

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.

Other:

**CONTACTS:**

Other IDS; Academic Affairs; Accounts Payable; Administrators - Deans, Vice President; Admissions & Records; Bookstore; Budget Control; Department Chairs; Facilities; Faculty; Help Desk; Human Resources; Information Services; Instructional Media Center; Mailroom; Payroll; Production Printing; Public- in person, by phone; Purchasing; Staff; and Students.

**WORKING CONDITIONS:**

Normal office environment.

Duties and Responsibilities:

**REPRESENTATIVE DUTIES:**

1. Serves as primary liaison among students, faculty, staff, department chairs, deans, District departments and the public-at-large by providing information with regards to district and departmental operations, policies, procedures and regulations, involving personal expertise, judgment and interpretation. Troubleshoot issues and communicates solutions.
2. Performs complex and responsible duties requiring extensive

knowledge of the functions and service programs of the department to which assigned.

3. Functions as the primary individual responsible for the preparation and quality control audit in the development of the Class Schedule involving independent analysis and judgment to insure District and MIS State reporting mandates and requirements are met. Calculate section meeting dates/times to meet District time grid and state mandates.

4. Functions as the primary individual responsible for preparing, calculating and auditing Faculty Teaching Assignments to insure compliance with District, Contract and MIS state reporting policy regarding instructional methods, assignments types, accounting methods, teaching arrangements, instructional/non-instructional assignments, release and reassigned time, overload, load bank and Faculty load distribution.

5. Functions as the primary individual responsible for the logistical room-use scheduling for the department assigned by utilizing the District's scheduling software program, including processing specific section and event reservations; running and resolving all error report issues regarding departmental events and room assignments.

6. Adheres to schedules and timelines set by the District related to schedule development and payroll preparation

7. Independently calculates and audits Faculty Office Hour Schedules to meet District and Contract requirements.

8. Prepares and maintains accurate and comprehensive files and records related to the operations of the department including teaching assignments used to determine faculty payroll.

9. Prepares various documents which may require Board approval including contracts, maintenance agreements, travel requests

10. Prepares and maintains records of teaching hours, timesheets, absences, and substitute assignments for full-time and part-time faculty and classified staff. Makes and submits calculations for data entry by the Payroll office.

11. Provides testing expertise for Information Services with regard to quality control, process revisions, reporting and streamlining of the IDS work-flow.

12. Functions as the primary departmental training source for full-time and part-time faculty, as well as classified and hourly staff, with regard to District and Departmental deadlines, policies and procedures.

13. Prepares and tracks requisitions, purchase orders, reimbursement requests, computer and equipment repairs, building and maintenance repair orders, inventories and instructional supplies according to established procedures. Process budget transfers; act as department liaison with finance department regarding status of accounts and purchase order; uses independent judgment to determine when invoices are paid and when purchase orders are opened/closed. Process and track requests for vans, printing, keys, room use and media equipment, utilizing the District's accounting, scheduling, facilities and media software programs as well as the District website.

14. Initiates, prepares and monitors status of hiring paperwork for part-time faculty, short-term and student employees; initiates recruitment authorization paperwork.

#### Duties Continued:

15. Assists the chair in the management of the departmental budget, oversees expenditures including travel requests and maintains fiscal control.

16. Prepares and maintains a variety of reports, confidential records, departmental lists and files related to departmental operations and activities, including multiple budgets and financial records, expenditures and current account balances utilizing the District's accounting software program.

17. Inputs and retrieves computerized data, lists and statistical reports utilizing District software as required by the position.

18. Coordinates communication and activities with other instructional departments, District personnel, students and the public-at-large by telephone and in person; answers questions and resolves issues as appropriate; establishes and maintains positive staff and public relations.

19. Prepares, coordinates, monitors and types confidential full-time and part-time faculty evaluations for departmental review. Completes process with department chair and forward to appropriate department.

20. Composes correspondence using independent judgment on a variety of departmental matters, which may include material of a confidential nature.

21. Plans, schedules and performs a variety of departmental work related to the function to which assigned.

22. May assign and review the work of short-term personnel; may supervise student help; may provide direction to classified employees

23. Participates in District-provided in-service training programs.

24. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.

25. Performs other duties, related to the position, as assigned.

Duties and Responsibilities - Continued:

Duties and Responsibilities: - Continued

Conditions of Employment:

#### CONDITIONS OF EMPLOYMENT:

**SALARY:** Salary grades consist of nine steps. A new employee is normally placed on Step 1 of the grade. Changes in step placement take place on the first day of the first month following the anniversary date of attaining permanent classified employee status until the maximum of the grade is reached.

**HOLIDAYS:** There are 13 holidays observed each year. A pro-rata reduction will be made for employees working less than full-time and less than twelve months.

**VACATION:** Employees are granted 12 days of vacation per year through the first five years of service to the District; 15 days after completion of five continuous years of service to the District; 20 days after completion of ten continuous years of service to the District; and 22 days after completion of 15 continuous years of service to the District. This computation is based on full-time, twelve-month employment. A pro-rata reduction will be made for employees working less than full-time and less

than twelve months.

**SICK LEAVE:** One day of sick leave for each month of service is granted. This is based on full-time, twelve-month employment. A pro-rata reduction will be made for employees working less than full-time and less than twelve months. There is no limit to the number of days of sick leave which may be accrued.

**FRINGE BENEFITS:** The District provides a health and welfare benefit package for employees and legal qualifying dependents. Those employees working less than full-time and less than twelve months will receive a pro-rata share of the benefit package. The dollar value of the package is a subject of negotiation between the District and the Bargaining Unit.

The work location and assignment within a job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. This holds true for all District employment opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA Coordinator. Harassment of any employee/student with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law, is strictly prohibited. The Title IX Officer, Section 504/ADA Coordinator for the District is Ms. Lorraine Jones, 3801 Market St., Riverside, CA 92501. Telephone Number is: (951) 222-8039.

Work Hours/Work Days for Classified and Hourly Positions Only:

Monday-Friday 9:30 AM - 6:00 PM

Required Applicant Documents:

Resume or Curriculum Vitae  
Cover Letter

Other Document:

Optional Applicant Documents:

Letter of Recommendation 1  
Letter of Recommendation 2  
Letter of Recommendation 3  
Associate or Equivalent Transcript  
Bachelors or Equivalent Transcript  
Masters or Equivalent Transcript

Other Document:

Effective Employment Date:

Anticipated start date: March 2019 or after

Application Deadline:

03-06-2019

Special Comments:

**IMPORTANT NOTICES:**  
\*It is anticipated that first screening of applications will occur sometime during the 1st or 2nd week of March.

Please note: The selection process typically concludes within four to six weeks from the closing date. There are, however, exceptions to this general guideline. Status updates will be made throughout the process. Please refer to your account for any updates to the status of your application.

\* Only electronic, on-line applications are accepted. All supporting materials, required or optional, must also be in electronic formats and attached to the electronic, on-line application when applying. Supporting materials are only accepted as Adobe Acrobat (.pdf) or Microsoft Word files and must be less than 2 MB in size.

\* An application will not be considered complete unless all Required Documents are electronically attached to the application by the Application Deadline date. An incomplete file may subject the candidate to disqualification.

\* Paper applications and supporting materials WILL NOT be accepted!

\* Letters of reference must be non-confidential and submitted electronically when applying on-line.

\* Interested candidates must apply by the deadline listed above by 8:00 p.m., Pacific Standard Time.

\* The Riverside Community College District does not require testing at the initial application filing period. As you progress through the selection process, you may be required to perform a job-related test based on the needs of the work area for which you are being considered.

\* The District will make reasonable accommodations for applicants with disabilities. Applicant should contact Human Resources and Employee Relations at (951) 222-8595 for assistance.

Application Types Accepted:

Classified/Management/Confidential Application

**Scholarship Information**

Scholarship Name:

Major:

Student Enrollment:

Cumulative GPA:

Financial Need:

Student Activities

Other Criteria:

Dollar Amount:

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For additional support, please visit <http://peopleadminsupport.com/5-8/>