

**ADMISSIONS/RECORDS EVALUATOR**  
**Series Specification**  
**Admissions/Records Evaluator I**  
**Admissions/Records Evaluator II**  
**Admissions/Records Evaluator/Degree Auditor I**  
**Admissions/Records Evaluator/Degree Auditor II**

**DEFINITION**

This series specification describes four classes used to implement the evaluation of credits for admission, transfer, and graduation requirements for the offices of admissions and records, under the supervision of the assigned supervisor/manager.

**LEVEL DESCRIPTIONS**

**Admissions/Records Evaluator I:** The entry level of the class of this series. Incumbent implements admission, transfer, and graduation requirements of the District. Assists students in achieving degree or certificate objectives and resolves academic problems through interpretation of policies, rules and procedures of the area to which the position is assigned.

**Admissions/Records Evaluator II:** A lead level class of the series. In addition to previous level description, incumbent is normally assigned lead evaluation responsibilities for admissions, transfer, and graduation requirements in the admissions and records office. Assigned duties usually include lead responsibility of classified employees and require extensive knowledge of the policies, rules and procedures of the area to which the position is assigned.

**Admissions/Records Evaluator/Degree Auditor I:** A lead level class of the series. In addition to previous level descriptions, incumbent is assigned campus wide duties pertaining to degree audit catalog changes.

**Admissions/Records Evaluator/Degree Auditor II:** A lead level class of the series, providing oversight of district wide degree audit issues. In addition to previous level descriptions, incumbent is assigned degree audit duties related to changes to district wide overview of catalogs, degree planner and map maintenance.

**TYPICAL DUTIES**

**Admissions/Records Evaluator I and subsequent levels:** Evaluates student transcripts for credit acceptability and for admissions and graduation; works with counselors to resolve graduation petitions; and distributes, explains, receives and checks for completion and accuracy of graduation and other petitions; use of enterprise resource planning (ERP) system software, including degree and certificate planning and evaluation related software tools for Admissions/Records data including but not limited to: data entry, retrieval of data, degree map maintenance, transcript review and printing, external transcript review and coursework data entry, and college catalog data; researches, interprets, and applies varied and complex policies, regulations, procedures and guidelines related to transfer credits and graduation requirements; compiles initial athletic eligibility; performs a variety of clerical and technical duties involving student registration, admissions, veterans' affairs, and records maintenance; performs a variety of public contact tasks; communicates with students, staff, and other individuals to disseminate or explain information; aids students in registration and admission procedures by giving information about admissions, credit transfer, and courses offered; prepares and maintains student files, reviews files, records, and other documents to obtain information to respond to requests; compiles and types reports; receives and accounts for various fees; processes records, posts and processes grades; processes and sends transcripts to students and colleges; types and files various notices and forms; composes and types letters and routine correspondence; answers telephone, responds to requests and delivers messages; receives and distributes mail; orders materials, supplies, and services; oversees the work of temporary classified staff; performs related duties as required.

**Admissions/Records Evaluator II:** In addition to the duties of the previous level, oversees and leads the work of other classified employees and temporary classified staff; composes and prepares graduation certificates, denial letters, and correspondence; processes Social Security number changes; works with counselors to resolve graduation petitions, obtain clarification on decisions, and resolve issues; verifies that students meet unit requirements, grade point average, and transfer rules for determined programs; compiles data for and prepares statistical and other reports on various registration, admission, veterans' affairs, and records for District and external agencies; prepares information for data processing from various source documents and checks for completion and accuracy.

**Admissions/Records Evaluator/Degree Auditor I:** In addition to the duties of the previous levels, serves as the campus lead staff person on matters regarding the degree audit system, including analyzes and interprets the catalog relative to the degree audit system; formats and inputs degrees and certificates into the degree audit systems; produces student reports; assists in training users of the degree audit system including the entry of coursework into the system; collaborates with the instruction office on curriculum, articulation, and catalog updates; maintains the degree audit system and configuration; conducts testing and process improvement; serves as the main contact regarding degree audit systems and processes; engages with groups or committees to review initiatives for enhancement of programs and/or software designed to interact with degree audit.

**Admissions/Records Evaluator/Degree Auditor II:** In addition to the duties of the previous levels, serves as the lead staff person for the District Office on matters regarding the degree audit/planner systems. This class coordinates multi-college degree audit/degree planner and degree map maintenance efforts and during peak intervals conducts work on behalf of the colleges which includes: serving as lead reviewer/college consultant for degree audit and degree planner inputs, analyzing and interpreting changes to the catalog relative to the degree audit and degree planner systems, formatting and inputting degrees and certificates into the degree audit and degree planner systems; produce student reports; and assists in training users of the degree audit system including the entry of coursework into the system.

## QUALIFICATIONS

### EXPERIENCE/EDUCATION

#### Promotional

#### General

#### Admissions/Records Evaluator I

One year of experience in the Los Rios CCD as an Admissions/Records Clerk II.

Three years of experience related to the duties of the position. (One year of college level course work may be substituted for one year of required experience on a year-for-year basis.)

#### Admissions/Records Evaluator II

Two years of experience in Los Rios CCD as an Admissions/Records Clerk II/III or one year as an Admissions/Records Evaluator I.

Four years of experience related to the duties of the position. (One year of college level course work may be substituted for one year of required experience on a year-for-year basis.)

#### Admissions/Records Evaluator/Degree Auditor I

Three years of experience in Los Rios CCD performing Admissions/Records Evaluator I or two years of experience in Los Rios CCD as an Admissions/Records Evaluator II.

Four years of experience related to the duties of the position. (One year of college level course work may be substituted for one year of required experience on a year-for-year basis.)

Admissions/Records Evaluator/Degree Auditor II

Four years of experience in Los Rios CCD as an Admissions/Records Clerk II, two years of experience in Los Rios CCD as an Admissions/Records Evaluator I, or one year of experience in Los Rios CCD as an Admissions/Records Evaluator/Degree Auditor I.

Five years of experience related to the duties of the position. (One year of college level course work may be substituted for one year of required experience on a year-for-year basis.)

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

**KNOWLEDGE OF**

**All Levels:** Applicable federal, state and local laws, policies and regulations; office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; basic principles of leadership, supervision and training.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

**All Levels:** Perform the essential functions of the position; data enter at a speed proficient to complete the duties of the position in a timely manner; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; basic principles of leadership, oversight and training; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, including but not limited to, word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

**Admissions/Records Evaluator II; Admissions/Records Evaluator/Degree Auditor I, II:** Effectively train, assign and oversee the work of others.

**TYPICAL EQUIPMENT USED (May include, but not limited to)**

Current office technologies including computers, printers, telephones and copiers; other equipment common to the field to which the position is assigned.