SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEGREE AUDIT SPECIALIST

BASIC FUNCTION:

Under the direction of the Dean-Educational Programs, perform a variety of specialized and technical duties involved in the development, maintenance and analysis of degree audit reporting systems (DARS); program, encode and maintain related computer programs, tables, reports and functions; input and update related data and information; provide technical support and assistance to system users.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Perform a variety of specialized and technical duties involved in the development, maintenance and analysis of degree audit reporting systems (DARS); facilitate the collection, management, manipulation, reporting and distribution of computerized data used for degree auditing.

Program, design, encode and maintain degree audit system-related programs and functions such as audit reports, tables, rules, degree exceptions, articulation and curriculum requirements; troubleshoot, identify, evaluate and resolve system and program problems and malfunctions as necessary.

Input, import, update and modify program, report and function specifications, data and information such as curriculum requirements, courses, conditions, sub-requirements, course substitutions, waivers, student information, certificates, transfers, grade criteria and school addresses.

Provide technical assistance to system users; provide training to personnel concerning the proper use of degree audit reporting and various other computer systems and programs; respond to inquiries and provide information concerning related requirements and procedures.

Verify and assure accuracy of data, information and requirements for degree audit systems; research, compile and assemble required forms, files, documents, data and information; initiate queries and generate computerized reports and documents as required; run batch audits as needed.

Determine appropriate coding and methods for developing and updating programs and systems; apply logic operands, course rules, exceptions and memo fields; assist with upgrading servers and websites in support of degree audit report systems.

Provide technical support and explanations to students and staff concerning degree audit reports and PC, software and program operations; resolve audit issues, discrepancies and related coding errors for students, faculty and staff; refer students to other personnel and resources as appropriate.

Review, analyze and modify existing systems and programs as necessary; modify existing...
applications to enhance database operations and functions; assist with system software upgrades and test operations to assure proper installation.

Debug programs and systems by preparing test data and testing program operations; run test data in actual computer operations; detect and resolve programming errors and miscalculations.

Compile information and prepare and maintain various logs, records, reports and files related to systems, usage, programs, petitions, exceptions, students, inventory, projects, errors, directories and assigned duties; process and complete various forms, petitions and applications.

Communicate with College personnel, students and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of computers, servers, peripherals and specialized software; maintain current knowledge of technical advances in the field of specialty.

Write operation procedures and documentation for degree audit systems, programs and applications; assist with the development of system-related rules and policies; prepare informational and promotional materials concerning degree audit systems.

Participate in a variety of other assigned activities such as computer inventory functions and computer station maintenance.

Attend and participate in various meetings and in-services as required.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, practices and techniques used in the development, maintenance and analysis of computer systems, programs and applications.
Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
Applicable programming languages.
Principles, methods and procedures of operating mainframe systems, computers and peripherals.
System utilities and design and program applications.
Principles, practices and methods of database structures, computer programming and system design.
Database structures, on-line applications and system capabilities of the District’s computer systems.
Techniques of testing and debugging computer programs.
Technical aspects of field of specialty.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

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Ewing Consulting Services
ABILITY TO:
Perform a variety of technical duties involved in the development, maintenance and analysis of
degree audit reporting systems.
Program, design, code and maintain degree audit system-related programs and functions such as
audit reports, tables, rules, degree exceptions and curriculum requirements.
Input, import, update and modify program, report and function specifications, data and information.
Provide technical assistance and training concerning system, PC, software and program operations.
Facilitate and enhance the computerized collection, management, manipulation and distribution of
data used for analysis.
Verify and assure accuracy of data, information and requirements for degree audit systems.
Debug programs and systems by preparing test data and testing program operations.
Review, analyze and modify existing systems and programs as necessary.
Operate computers and peripheral equipment properly and efficiently.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Determine appropriate course of action within clearly defined guidelines.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: associate’s degree in computer information/science, electronics or
related field and three years experience installing, testing and troubleshooting software applications
and providing user support services.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to view a computer monitor and read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.