

JOB TITLE: Transcript Articulation and Degree Analyst
PAY GRADE: CL 21
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, exercises judgment through the application of complex academic rules and regulations to analyze and articulate incoming transcripts and academic records; manages and facilitates a continuous student caseload; ensures student information is available for educational planning; reviews and verifies student eligibility to earn certificates or degrees; works as part of a cross-departmental team to provide information to students and District staff; reviews academic records and performs degree audit functions; and communicates degree and certificate award status with students throughout these processes.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Researches other educational institutions and verifies acceptable accreditation; evaluates and articulates transfer coursework from colleges and universities for course equivalency with District courses to clear major and General Education (GE) requirements for degrees and certificates, as well as California State University (CSU) breadth and Intersegmental General Education Transfer Curriculum (IGETC) certification.
2. Manages and coordinates caseload of assigned incoming and current students needing academic records evaluation; exercises judgment through the application of complex academic rules and regulations to analyze and articulate incoming transcripts and other academic records; serves as a case manager on behalf of students to advise and assist throughout the evaluation process; records and notifies students of course credit or unit deficiencies and the outcome of their final audit process; connects students to Counselors for educational, transfer, and career planning, as well as personal and crisis counseling.
3. Reviews and applies articulation knowledge to determine if transfer curriculum is degree applicable; differentiates lower and upper division coursework; reviews, analyzes, and determines if courses satisfy graduation requirements or whether to recommend substitution of courses.
4. Articulates course to course, academic records through a comprehensive review and research of Title V, IGETC Standards, CSU Executive Order 1100, Course Outlines of Record, Transfer Model Curriculums, college catalogs, course descriptions, and syllabi for each lower division and degree applicable course.
5. Audits data and maintains multiple databases, including the student information system, Transfer Evaluation System (TES), document imaging system, degree audit system, and student educational planner for purposes of articulating course equivalencies and advising.
6. Builds and applies transferable courses to a student's academic record; ensures reflection on the student's educational planning tool; updates degree audits to assist with case management efforts.
7. Evaluates and case manages associate and transfer degrees and certificate requests, including initial evaluations and final audits for each request; reviews and posts degree or certificate award information to student records; communicates updates to student, as needed.

8. Calculates student cumulative grade point average (GPA) for degrees, including Honors status and transfer; interprets varying grade scales; converts multiple calendar systems to a semester calendar.
9. Collaborates with Information Technology Support (ITS) to implement new technologies, software, and database upgrades in alignment with state initiatives and institutional goals; partners with ITS to create, run, and implement test plans and scenarios to identify and resolve issues and concerns; identifies and notifies ITS of issues to new and existing technologies and programs prior to implementation.
10. Coordinates and collaborates with ITS staff to ensure the accuracy of award data reported through technology platforms to the Management Information System (MIS) and State Chancellors Office.
11. Participates in the development and implementation of appropriate methods and procedures to optimize efficient and effective delivery of services to potential and enrolled students, including academic records evaluation and degree audit processes.
12. Collaborates with counseling faculty, success network teams, and student services staff to proactively support students in understanding their pathways to credential attainment.
13. Serves as a technical resource for District staff and students; interprets and communicates policies regarding transcript articulation and degree evaluation.
14. Provides administrative support, including, but not limited to, composing correspondence, creating forms, and maintaining resource materials; reviews, analyzes, and completes requests; provides information on department services, programs, and resources.
15. Maintains and provides data bi-annually to the California State University system (eVerify) to assist in transfer admissions decisions.
16. Provides support and participates in various aspects of curriculum development and maintenance, as assigned.
17. Communicates with Department Chairs, Faculty, Division Deans, and the Articulation Officer to make determinations regarding course equivalencies and substitutions, as needed.
18. Researches complex requests to provide clearance decisions for prerequisites.
19. Reviews, evaluates, and processes a wide range of high school transcripts, and communicates with students regarding review and evaluation results.
20. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
21. Performs related duties that support the overall objective of the position.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Research methods and techniques; methods of collecting and organizing data and information using computer-based records and retrieval systems.
- Sierra College and operations of the Admissions and Records office.
- Systems software or database systems to integrate student services functions.
- Federal, state, and local laws, codes, and regulations regarding community college admissions and records, support of students, and post-secondary institutions, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) and the Americans with Disabilities Act (ADA).
- Record-keeping and report preparation techniques.
- English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Perform technical and operational duties to support enrollment services and activities, including course and degree analysis and articulation.
- Organize information and write 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.

- Prepare and generate standard and ad-hoc reports.
- Analyze information, define problems, identify and evaluate solutions, and develop and document conclusions.
- Identify appropriate resource materials and effectively research issues or policies.
- Recognize similarities and inconsistencies in records, including repetition of course content and inaccurate or false records.
- Maintain a high level of attention to detail.
- Use sound judgment in recognizing scope of authority.
- Plan and organize work to meet changing priorities and deadlines with frequent interruptions.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Maintain confidentiality of information.
- Perform basic arithmetic operations.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.
- Use or develop interpersonal skills using tact, patience, and courtesy.
- Establish goals, set priorities, and pursue projects to completion to achieve individual and office objectives.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Two years of coursework from a college or university.

Experience

- Two years of related experience performing detailed work involving record analysis, record keeping, or related experience providing comparable services.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 15, 2025