



STATE OF COLORADO
invites applications for the position of:

Program Assistant I - Instruction - System-wide Promotion

This position is open only to classified permanent employees of
the listed department and division within that department.

CLASS TITLE: PROGRAM ASSISTANT I

LOCATION: Jefferson County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Red Rocks Community College, 13300 West Sixth
Avenue, Lakewood, CO 80228

SALARY: Not Displayed

HIRING PAY RATE: Starting Salary: \$3,590.00 per month

OPENING DATE: 10/02/14

CLOSING DATE: 10/06/14 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



GJL-00048-10/14

Who May Apply: permanent classified employees of Red Rocks Community College or one of
the other twelve community colleges under the Colorado Community College System, and have
the experience listed below may apply by the closing date and time of this announcement.

DESCRIPTION OF JOB:

Duties: this full-time position is located in Instructional Services at Red Rocks Community College and reports
to the Dean of Instruction. Primary duties and responsibilities include: carry out technical support work in
assisting the Dean of Instruction by applying knowledge of and interpreting principles, rules, regulations,
policies, precedents, guidelines, and objectives specific to assigned academic and Career and Technical
Education (CTE) programs. Position will make decisions on behalf of the Dean of Instruction in his
absence. Conduct research to analyze program issues and address the Dean's concerns related to program
operations and provide reports of findings with recommendations for solutions. Position will continually analyze,
evaluate, develop and implement work processes to ensure program efficiencies and effective delivery of
services. Monitor program budgets, prepare budget documents, and oversee compliance with budget and
purchasing guidelines to ensure programs remain within overall budget limitations. Advise faculty on policies,
procedures and processes related to developing, submitting, and monitoring workload assignments. Prepare
and process workload assignments for faculty, instructors, and staff applying a thorough understanding of the
FLAC system. Apply knowledge of variances in ratios by types of instructional delivery. Position must

have specialized knowledge of the FLAC/eApprove software and the ability to train faculty and assist staff in its use. Serve as a liaison between Instructional Services and division faculty, staff and program clientele requiring interpretation of rules, regulations, policies, and RRCC guidelines and procedures as they relate to assigned academic and CTE programs. Perform other duties as assigned. Utilize several computer programs daily with accuracy. Programs used include Microsoft Office 2010 to include Word to compose high-level correspondence and reports, edit and distribute memos, etc., utilize Excel and Access to maintain spreadsheets, tables and formulas, upload/download and manipulate data in spreadsheets to maintain records; and Outlook to manage calendars, set meetings, etc.; and Banner.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications: Four years of higher level clerical or administrative service experience, which included a minimum one year of experience working in Banner with at least one semester's experience with FLAC that includes working knowledge of the complete FLAC processing cycle to include eAssign, eApprove, SIAASGN, PEPFLAC, and SSB FLAC processes.

Substitutions: College, university or non-correspondence business school course work may substitute on a year-for-year basis for up to three years of the general experience but not for the one year of experience working in Banner with at least one semester's experience with FLAC that includes working knowledge of the complete FLAC processing cycle to include eAssign, eApprove, SIAASGN, PEPFLAC, and SSB FLAC processes. You must submit a copy of your transcripts verifying the required credits needed by application deadline if using substitution to meet the requirements.

Preferred Qualifications: *Please provide a detailed description on your application of your relevant work experience and document examples of your work in relation to the following:* Experience involving a wide range of technical/clerical responsibilities. Strong analytical skills. Experience explaining policies and procedures; high level of speed and accuracy regarding data entry and math calculations. Excellent organizational skills; attention to detail (ability to check for typographical, grammatical and spelling errors, etc.); ability to multitask and be a self-starter; excellent communication skills in person and on the telephone; excellent written communication skills. Understand and determine appropriate rules and regulations from various sources. Problem solving skills. Proficient knowledge in creating forms with applications such as Word, Excel and Adobe Acrobat. Knowledge in extracting information from Excel spreadsheets. Ability to deal with a diverse population with discretion and tact.

Necessary Special Requirements: Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

Appeal Rights: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

SUPPLEMENTAL INFORMATION:

Important Note To Applicants: All state classified employees must be hired and promoted through a comparative analysis process. Part or all of the analysis for this position will include a review of your application material. Applications will be reviewed by a Human Resource Specialist and/or Subject Matter Experts to determine if you meet the minimum requirements for the position. Applications may also be used to assess and rank applicants who meet the minimum requirements, cut to a top group or establish an eligible list for referral to the position.

Be sure your application material specifically addresses your qualifications, experience and accomplishments as they relate to the duties, minimum qualifications, substitutions, and preferred qualifications listed. Attach additional pages if necessary to fully explain your experience and accomplishments. Failure to include adequate information or follow instructions may result in your application not being accepted for this position and may affect your score or inclusion in the final pool of qualified candidates.

If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR office or analyst listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.

For information regarding Red Rocks Community College Security, including crime statistics for the campus and surrounding area, please see the RRCC Police website:

<http://www.rrcc.edu/police/crimereport.html>. For a hard copy report please contact 303-914-6494.

Equal Opportunity Employer: Red Rocks Community College does not discriminate on the basis of race, color, creed, national origin or ancestry, sex, sexual orientation, religion, veteran status, pregnancy status, genetic information, age or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

TRANSCRIPTS REQUIRED:

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Colorado Community College System, Attn. Human Resources, 9101 E. Lowry Blvd., Denver, CO 80230

DEPARTMENT CONTACT INFORMATION:

Jacqui Oakley 303-914-6299

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Program Assistant I - Instruction - System-wide Promotion Supplemental Questionnaire

- * 1. Are you currently a permanent classified employee of Red Rocks Community College or one of the other twelve community colleges under the Colorado Community College System? (If NO, you are not eligible to apply for this position).
☐ Yes ☐ No
- * 2. Are you willing to submit to a pre-employment background check as a condition of hire?
☐ Yes ☐ No
- * 3. What college do you currently work at and what is your classified title?
- * 4. Do you have four years of higher level clerical or administrative service experience, which included a minimum of one year of experience working in Banner with at least one semester's experience with FLAC that includes working knowledge of the complete FLAC processing cycle to include eAssign, eApprove, SIAASGN, PEPFLAC, and SSB FLAC processes?
☐ Yes ☐ No
- * 5. Explain your experience and length of time working with Banner.
- * 6. Describe your experience monitoring and tracking budgets.
- * 7. Explain your experience creating and implementing office processes and forms.
- * 8. Describe your experience utilizing a computerized organizational system (i.e. Microsoft Outlook) to manage appointments, contacts, tasks, etc.
- * 9. Describe your experience researching and analyzing data to improve performance. Include your role(s), length of time in the role(s), and give at least two specific examples explaining the data used, the decisions made using the data, and the outcome.
- * Required Question