

Lake Tahoe Community College

Use of Titles Guide

Coordinator, has oversight of a designated program including leadership, decision-making, budget knowledge, and coordination of hourly or student workers.

Coordinator II

Distinguishing Characteristics

A Coordinator II is the highest-level class in the Coordinator series with oversight of a designated program. Has a higher level of autonomy and responsibility than a Coordinator I as it reports to or is held accountable by an administrator. Work is performed within broad guidelines, high levels of independent judgment, and involves responsibility to lead and provide direction of projects and/or staff performing related duties. Duties involve performing the most high-level and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. Impact on students, financial, physical, or personnel resources is generally department, division, or district wide with external connections.

- *Impact:*
 - Department, Division, or District; with External
- *Autonomy:*
 - Reports or is accountable to an Administrator with oversight of a designated program within a department.
- *Complexity:*
 - Work is performed within broad guidelines, high levels of independent judgment and involve responsibility of lead direction of projects and staff performing related duties. Duties involve performing the most high-level and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned.
- *Knowledge, Education and Experience:*
 - Bachelor's degree with 3 years of progressively responsible experience

Coordinator I

Distinguishing Characteristics

A Coordinator I has oversight of a designated program under general guidelines of a director within a department. Work is performed within general guidelines involving independent judgment and responsibility over projects. Position works independently, exercising judgment and initiative within general guidelines in performing the full range of duties assigned to this classification. Impact on students, financial, physical, or personnel resources is generally department wide with external connections.

- *Impact:*
 - Department with External
- *Autonomy:*
 - Reports to a Director with oversight of a designated program within a department.
- *Complexity:*
 - Work is performed within general guidelines involving independent judgment and responsibility over projects. Position works independently, exercising judgment and initiative within general guidelines in performing the full range of duties assigned to this classification.
- *Knowledge, Education and Experience:*
 - Bachelor's degree with 2 years of progressively responsible experience

Specialist, is trained or highly skilled in a particular subject(s), allowing this position to work independently, take initiative, and exercise judgement to complete tasks.

Specialist III

Distinguishing Characteristics

A Specialist is trained or highly skilled in a particular subject(s). This is the highest-level class in the Specialist series under general guidelines of a director or administrator within a division. Work is performed within general guidelines involving independent judgment and responsibility over projects. Duties involve performing the most difficult tasks out of the Specialist series that require specialized or advanced skill in more than one area of work assigned. Impact on students, financial, physical, or personnel resources is generally division or district wide with possible external connections.

- *Impact:*
 - Division or District; with possible External
 - *Autonomy:*
 - Reports to a Director or Administrator within a division.
 - *Complexity:*
 - Work is performed within general guidelines involving independent judgment and responsibility over projects. Duties involve performing the most difficult tasks that require specialized or advanced skill in more than one area of work assigned.
 - *Knowledge, Education and Experience:*
 - Associate degree with 3 years of progressively responsible experience
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Specialist II

Distinguishing Characteristics

A Specialist is trained or highly skilled in a particular subject(s). This is the second-level class in the Specialist series under general guidelines of a director or administrator within a department or division. Position performs a full range of duties with general guidelines which are specialized and more complex assignments than associated with a Specialist I, requiring advanced skill. Position works independently, exercising judgment and initiative in performing the full range of duties assigned. Impact on students, financial, physical, or personnel resources is generally department or division wide with possible external connections.

- *Impact:*
 - Department or Division; with possible External
- *Autonomy:*
 - Reports to a Director or Administrator within a department or division.
- *Complexity:*

- Position performs a full range of duties with general guidelines which are specialized and more complex assignments requiring advanced skill. Position works independently, exercising judgment and initiative in performing the full range of duties assigned.
 - *Knowledge, Education and Experience:*
 - Associate degree with 3 years of experience
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Specialist I

Distinguishing Characteristics

A Specialist is trained or highly skilled in a particular subject(s). This is the entry-level class in the Specialist series under general supervision of a director or administrator within a department or division. Position performs a full range of duties under general supervision which involves specialized assignments. Position works independently, exercising initiative within general guidelines in performing the full range of duties assigned. Impact on students, financial, physical, or personnel resources is generally department or division wide with possible external connections.

- *Impact:*
 - Department or Division; with possible External
- *Autonomy:*
 - Reports to a Director or Administrator within a department or division.
- *Complexity:*
 - Work is performed under general supervision. Position performs a full range of duties under general supervision which involves specialized assignments. Position works independently, exercising initiative within general guidelines in performing the full range of duties assigned.
- *Knowledge, Education and Experience:*
 - Associate degree with 2 years of experience

Technician, is trained or skilled in the technical aspect of a subject allowing this position to work under varying levels of supervision and guidelines to complete the on-going tasks required within a department.

Technician III

Distinguishing Characteristics

A Technician is trained or skilled in the technical aspect of a subject. This is the highest-level class in the Technician series that reports to a director or administrator within a department. Work is performed within general guidelines involving independent judgment and responsibility over projects. Duties involve performing the most technical and difficult tasks out of the Technician series, requiring specialized or advanced skill in one or more areas of the work assigned. Impact on students, financial, physical, or personnel resources is department wide.

- *Impact:*
 - Department
 - *Autonomy:*
 - Reports to a Director or Administrator within a department.
 - *Complexity:*
 - Work is performed within general guidelines involving independent judgment and responsibility over projects. Duties involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned.
 - *Knowledge, Education and Experience:*
 - Associate degree with 2 years of experience
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Technician II

Distinguishing Characteristics

A Technician is trained or skilled in the technical aspect of a subject. This is the second-level class in the Technician series. Work is performed under general supervision of a director within a department. Position performs the full range of duties under general supervision and is assigned more complex assignments than associated with a Technician I. Position exercises judgment and initiative within general supervision in performing the full range of duties assigned. Impact on students, financial, physical, or personnel resources is department wide.

- *Impact:*
 - Department
- *Autonomy:*
 - Reports to a Director within a department.
- *Complexity:*
 - Work is performed under general supervision. Position performs the full range of duties under general supervision and is assigned more complex assignments. Position exercises

judgment and initiative within general supervision in performing the full range of duties assigned.

- *Knowledge, Education and Experience:*
 - Associate degree with 1 year of experience
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Technician I

Distinguishing Characteristics

A Technician is trained or skilled in the technical aspect of a subject. This is the entry-level class in the Technician series. Work is performed under direct supervision of a director within a department. Position exercises less discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress or is performed within specific guidelines and fits a pattern that has been established and explained before the work is started. Changes in work procedures are explained in advance as they arise. Impact on students, financial, physical, or personnel resources is generally department wide.

- *Impact:*
 - Department
- *Autonomy:*
 - Reports to a Director within a department.
- *Complexity:*
 - Work is performed under direct supervision. Position will exercise less discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress or is performed within specific guidelines and fits a pattern that has been established and explained before the work is started. Changes in work procedures are explained in advance as they arise.
- *Knowledge, Education and Experience:*
 - Associate degree

Assistant, provides varying levels of assistance to an office, program, and/or administrator.

Administrative Assistant

Distinguishing Characteristics

This is the professional-level class in the Assistant series that reports to an administrator within a division. Work is performed within broad guidelines with high levels of independent judgment and involves responsibility to lead and provide direction of projects and/or staff performing related duties. Duties involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. Impact on students, financial, physical, or personnel resources is division wide.

- *Impact:*
 - Division
 - *Autonomy:*
 - Reports to an Administrator within a division.
 - *Complexity:*
 - Work is performed within broad guidelines with high levels of independent judgment and involves responsibility of lead direction of projects and staff performing related duties. Duties involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned.
 - *Knowledge, Education and Experience:*
 - Associate degree with 3 years of experience
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Program Assistant

Distinguishing Characteristics

This is the second-level class in the Assistant series. Work is performed under the general supervision of a director or administrator within a department. Position exercises judgment and initiative within general supervision in performing the full range of duties assigned. Impact on students, financial, physical, or personnel resources is department wide.

- *Impact:*
 - Department
 - *Autonomy:*
 - Reports to a Director or Administrator within a department.
 - *Complexity:*
 - Work is performed under general supervision. Position exercises judgment and initiative within general supervision in performing the full range of duties assigned.
 - *Knowledge, Education and Experience:*
 - High School with 2 years of experience
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Office Assistant

Distinguishing Characteristics

This is the entry-level class in the Assistant series. Work is performed under direct supervision of a director or administrator. Position exercises less discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress or is performed within specific guidelines and fits a pattern that has been established and explained before the work is started. Changes in work procedures are explained in advance as they arise. Impact on students, financial, physical, or personnel resources is generally department or division wide.

- *Impact:*
 - Department
- *Autonomy:*
 - Reports to a Director or Administrator.
- *Complexity:*
 - Work is performed under direct supervision. Position exercises less discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress or is performed within specific guidelines and fits a pattern that has been established and explained before the work is started. Changes in work procedures are explained in advance as they arise.
- *Knowledge, Education and Experience:*
 - High School with 1 year of experience

Department Specific Titles

The following Titles are identified as singular job classifications and are specific to a department(s). Each will have its own job description associated.

Accountant

Advisor

Business Analyst

Custodian/Groundskeeper

Lead Custodian/Groundskeeper

Database Analyst

Research Analyst

Navigator

Systems Administrator

Cook

Teacher

Lead Teacher