

Human Resources

Our Team

RECRUITMENT

Human Resources Operations

Risk Management and Health
Benefits

CONTRACTS

TITLE IX, CIVIL RIGHTS & INCLUSION

RESOURCES

Documents and Forms

Chosen Name

Human Resources Committee

Job Descriptions: Classified

Please Note: These are not open positions. Please go to [Employment Home Page](#) for a list of current job openings.

Advance to job descriptions starting with:

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)



All job description can be viewed/downloaded in PDF format. This free software, can be downloaded and installed on your computer by selecting the "Get Adobe Reader" icon.

Job Description	Grade	Last Updated (MM-YY)
Accompanist	10	
Account Clerk	4	
Account Clerk, Intermediate	6	
Account Clerk, Senior	10	
Accountant	13	
Accountant, Senior	15	
Admissions Assistant	3	
Admissions & Records Specialist I	6	
Admissions & Records Specialist II	8	
Admissions & Records Specialist III	10	
Admissions & Records Specialist, Senior	11	
Admissions & Records Technology Specialist	15	
Alternate Media Specialist	13	
Applications Specialist I	13	

Applications Specialist II	15	
Applications Specialist III	19	
Applications Specialist IV	22	
Art Gallery Coordinator	11	
Assessment Assistant	5	
Athletic Trainer/Therapist	15	
Athletic Trainer/Therapist Assistant	14	
Athletic Field Grounds Worker	9	
Athletic/PE Equipment Assistant	3	
Athletic Equipment Coordinator	12	
Audit Specialist	16	
Automotive Mechanic	11	
Auxiliary Services Specialist	10	
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Bookstore Buyer	10	
Bookstore Operations Specialist	13	
Bookstore Storekeeper	8	
Business Systems Analyst	15	
Business Services Coordinator	13	
Buyer	14	
Buyer, Senior	16	
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Campus Budget Analyst	17	
CARE Program Coordinator	11	
Career Guidance Coordinator	13	
Career Guidance Specialist	11	

<u>Career Technician</u>	10	
<u>Cashier/Bookstore</u>	3	
<u>Cashier, Senior</u>	6	
<u>Child Development Aide</u>	C	
<u>Child Development Center Cook/Nutrition Specialist</u>	6	
<u>Clerk, Administrative</u>	10	
<u>Clerk, General Office</u>	3	
<u>Clerk, Intermediate</u>	5	
<u>Clerk, Senior</u>	8	
<u>Clerk, Senior/Communications Center Dispatcher</u>	8	
<u>Cloud Computing Specialist</u>	22	
<u>Communications Specialist</u>	15	
<u>Community Services Coordinator I</u>	12	
<u>Community Services Coordinator II</u>	15	
<u>Community Services Field Coordinator</u>	8	
<u>Community Services Program Developer</u>	9	
<u>Community Services Technician</u>	8	
<u>Computer Lab Technician</u>	10	
<u>Computer Operations Coordinator</u>	16	
<u>Computer Operations Specialist</u>	15	
<u>Computer Programmer</u>	13	
<u>Contract Education Coordinator</u>	13	
<u>Contracts Specialist</u>	15	
<u>Coordinator of Community Relations</u>	14	
<u>Costume Technician</u>	4	
<u>Counseling Assistant</u>	5	

Curriculum Specialist	15	
Custodian	4	
Custodian, Lead	8	
Custodian/Utility Worker, Senior	7	
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Data Entry Clerk	5	
Desktop Publishing Technician	12	
Development Coordinator	15	
Digital Media Specialist	15	
Disabled Student Center Specialist	7	
Distance Education Services Specialist	15	
District Accounting Analyst	19	
District Safety Officer	9	
District Safety Officer, Intermediate	10	
District Safety Officer, Senior (Armed)	13	
Disabled Student Program & Services Specialist	11	
Division Administrative Assistant	13	
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Electronic & Computer Technician I	11	
Electronic & Computer Technician II	13	
Electronic Technician	11	
Electronics Storekeeper/Repair Technician	8	
Extended Opportunities Program & Services Specialist	6	
Extended Opportunities Program & Services Specialist, Senior	10	
Expeditor	8	
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Facilities Coordinator	12	
Facility Planning Specialist	17	
Facility Systems Engineer	17	
Financial Aid Analyst	11	
Financial Aid Computer Analyst	13	
Financial Aid Computer Technician	10	
Financial Aid Coordinator	15	
Financial Aid Senior Account Clerk	11	
Financial Aid Technician	8	
Fine Arts Theater Facilities Technician	9	
Food Service Aide	C	
Food Service Worker	3	
Food Service Worker, Senior	5	
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Gardener, Lead	10	
Gardener/Utility Worker	8	
Graduation Specialist	15	
Grants Assistant	9	
Graphic Designer	14	
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Help Desk Analyst	13	
High School & Community Outreach Specialist	13	
Human Resource Specialist	13	
HVAC Mechanic	13	
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Information Security Specialist	22	

Information Systems Specialist	11	
Instructional Assistant	5	
Instructional Assistant-DSPS	6	
Instructional Center Specialist	12	
Instructional Center Technician	7	
Instructional Coordinator/Analyst	13	
Instructional Designer	20	
Instructional Equipment Coordinator	9	
Instructional Media Producer	15	
International Student Coordinator	16	
International Student Program Specialist	11	
Interpreter/Beginning	14	
Interpreter/Intermediate	16	
Interpreter/Senior	20	
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Job Developer	12	
Job Placement Coordinator	13	
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Lead Central Plant Operator	14	
Learning Assistant	10	
Learning Center Specialist	8	
Learning Facilitator	8	
Learning Resources Specialist	14	
Learning Specialist	7	
Library Clerk	6	
Library Systems Specialist	13	

Library Technician	9	
Library Technician II	12	
Lifeguard	5	
Locksmith	11	
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Mail & Delivery Clerk	4	
Mail/Warehouse Assistant	8	
Mailroom Clerk, Senior	9	
Maintenance Assistant	5	
Maintenance/Utility Worker	8	
Maintenance Worker, Lead	14	
Marketing Specialist	12	
Media Systems Electronic Technician	13	
Media Systems Electronic Technician, Lead	15	
Media Systems Technical Assistant	8	
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Network Specialist I	15	
Network Specialist II	17	
Network Specialist III	19	
Network Specialist IV	22	
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Office of Diveristy, Equity and Inclusion Program Coordinator	15	
Offset Lithographer	9	
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Parking Attendant		
Payroll Specialist	13	

Payroll Specialist, Senior	14	
Phototypesetting Technician I	8	
Phototypesetting Technician II	11	
Placement Specialist	12	
Printing/Reprographics/Bindery Technician	8	
Program Specialist	8	
Property Facilitator	10	
Publications Assistant	5	
Publications Assistant Lead	6	
Publications Specialist	14	
Purchasing Clerk	5	
Purchasing Clerk, Senior	8	
Purchasing Services Assistant	12	
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Reprographics Technician	9	
Research Analyst	17	
Research Assistant	12	
Research Coordinator	18	
Research Specialist	13	
Resource Development Coordinator	16	
Resource Development Coordinator, Senior	18	
Risk Management Specialist	12	
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Scholarship Coordinator	14	
Science Laboratory Coordinator	13	

Science Storekeeper/Lab Technician	7	
Secretary, Administrative	12	
Secretary, Executive	17	
Senior Accounting Technician	12	
Senior Accounting Analyst	21	
Simulation Technician	17	
Skilled Maintenance Worker	11	
Small Business Specialist	19	
Special Projects Specialist	11	
Sports Information Coordinator	15	
Student Activities Assistant	6	
Student Activities Coordinator	13	
Student Activities Specialist	8	
Student Program Specialist	10	
Student Services Coordinator	15	
Student Services Specialist	10	
Student Support Services Program Specialist	13	
Support Services Assistant	11	
Success Center Specialist	10	
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Technical Specialist I	13	
Technical Specialist II	15	
Technical Specialist III	17	
Technical Specialist IV	20	
Technology and Production Coordinator	15	
Technology Storekeeper	7	

Test Proctor	3	
Theatre Facilities Technician	7	
Transfer Center Specialist	11	
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Veterans Affairs Coordinator	12	
Video Technician	8	
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Warehouse Specialist	8	
Web Designer	19	