

Human Resources

<https://www.rscdd.edu/Departments/Human-Resources/Pages/Job-Descriptions-Management.aspx>

Job Descriptions: Management

Job Description	Grade	Designation
<u>Assistant Dean, Admission & Records</u>	E	Academic/Administrative
<u>Assistant Dean, Disabled Student Programs & Services</u>	E	Academic/Administrative
<u>Assistant Dean, Financial Aid, Scholarships & Veterans</u>	E	Academic/ Administrative
<u>Assistant Dean, Student Services</u>	E	Academic/Administrative
<u>Assistant Director, Athletics & Sports Information</u>	I	Classified/Supervisory
<u>Assistant Director, OC Small Business Development Center</u>	L	Classified/Supervisory
<u>Assistant Director, Small Business Initiative</u>	L	Classified/Supervisory
<u>Assistant to the Executive Vice Chancellor</u>	M	Classified/Confidential
<u>Assistant to the President</u>	M	Classified/Confidential
<u>Assistant to the Vice Chancellor</u>	M	Classified/Confidential
<u>Assistant Vice Chancellor, Economic & Workforce Development</u>	A	Classified/Administrative
<u>Assistant Vice Chancellor, Educational Services</u>	A	Classified/Administrative
<u>Assistant Vice Chancellor, Facility Planning, District Construction & Support Services</u>	A	Classified/Administrative
<u>Assistant Vice Chancellor, Fiscal Services</u>	A	Classified/Administrative
<u>Assistant Vice Chancellor, Human Resources</u>	A	Classified/Administrative
<u>Assistant Vice Chancellor, Information Technologies Services</u>	A	Classified/Administrative
<u>Associate Dean, Business & Career Technical Education</u>	D	Academic/Administrative
<u>Associate Dean, Criminal Justice Academies</u>	D	Academic/Administrative
<u>Associate Dean, Disabled Students Programs & Services</u>	D	Academic/Administrative
<u>Associate Dean, EOPS</u>	D	Academic/Administrative
<u>Associate Dean, Financial Aid</u>	D	Academic/Administrative

<u>Associate Dean, Fire Technology</u>	D	Academic/Administrative
<u>Associate Dean, Health Science & Nursing</u>	D	Academic/Administrative
<u>Associate Dean, Information & Learning Resources</u>	E	Academic/Administrative
<u>Associate Dean, Instructional & Student Services</u>	D	Academic/Administrative
<u>Associate Dean, Student Development</u>	D	Academic/Administrative
<u>Associate Director I, Child Development Center</u>	Q	Academic/Supervisory
<u>Associate Director II, Child Development Center</u>	O	Academic/Supervisory
<u>Associate Registrar</u>	K	Classified/Supervisory
<u>Benefits Analyst</u>	L	Classified/Confidential
<u>Bookstore Manager</u>	J	Classified/Supervisory
<u>Budget Analyst</u>	K	Classified/Confidential
<u>Budget, Forecasting & Analysis Manager</u>	G	Classified/Supervisory
<u>Chief District Safety & Security</u>	D	Classified/Supervisory
<u>Custodial Supervisor</u>	O	Classified/Supervisory
<u>Dean, Arts, Humanities & Social Sciences</u>	B	Academic/Administrative
<u>Dean, Business Division</u>	B	Academic/Administrative
<u>Dean, Business & Career Technical Education</u>	B	Academic/Administrative
<u>Dean, Counseling</u>	B	Academic/Administrative
<u>Dean, Counseling & Student Support Services</u>	B	Academic/Administrative
<u>Dean, Enrollment & Support Services</u>	B	Academic/Administrative
<u>Dean, Kinesiology, Health & Athletics</u>	B	Academic/Administrative
<u>Dean, Fine & Performing Arts</u>	B	Academic/Administrative
<u>Dean, Human Services & Technology</u>	B	Academic/Administrative
<u>Dean, Humanities & Social Sciences</u>	B	Academic/Administrative
<u>Dean, Institutional Effectiveness, Library & Learning Support Services</u>	B	Academic/Administrative
<u>Dean, Instruction & Student Services</u>	B	Academic/Administrative
<u>Dean, Mathematics & Science</u>	B	Academic/Administrative
<u>Dean, Science, Mathematics & Health Science</u>	B	Academic/Administrative
<u>Dean, Student Affairs</u>	B	Academic/Administrative
<u>Deputy Sector Navigator, Business & Entrepreneurship Sector</u>	I	Classified/Supervisory
<u>District Administrator Institutional Equity, Compliance and Title IX</u>	A	Classified/Administrative
<u>Director, Grants</u>	F	Classified/Supervisory
<u>Director I, Child Development Center</u>	L	Academic/Supervisory
<u>Director II, Child Development Center</u>	J	Academic/Supervisory
<u>Director, ACT/Corporate Training Center</u>	F	Classified/Supervisory
<u>Director, Academic & End User Support Services</u>	D	Classified/Supervisory

<u>Director, Business & Career Technical Education</u>	H	Classified/Supervisory
<u>Director, Athletics</u>	F	Academic/Administrative
<u>Director, Auxiliary Services</u>	F	Classified/Supervisory
<u>Director Campus Budget & Accounting</u>	G	Classified/Supervisory
<u>Director, Child Development Services Quality Assurance</u>	F	Academic/Supervisory
<u>Director, College Advancement</u>	G	Classified/Supervisory
<u>Director, College Research</u>	F	Classified/Supervisory
<u>Director, Continuing Education Support Services</u>	H	Classified/Supervisory
<u>Director, Criminal Justice Academies Instruction</u>	H	Academic/Supervisory
<u>Director, Digital Media Center</u>	E	Classified/Supervisory
<u>Director, District Research, Planning & Institutional Effectiveness</u>	F	Classified/Supervisory
<u>Director, Employment Services, Equity & Diversity</u>	F	Classified/Supervisory
<u>Director, Facility Planning, Construction & Support Services</u>	C	Classified/Administrative
<u>Director, Fire Instruction</u>	H	Academic/Supervisory
<u>Director, Global Trade & Logistics Initiative</u>	F	Classified/Supervisory
<u>Director, Information Communications Technology/Digital Media Initiative</u>	F	Classified/Supervisory
<u>Director, Information Systems</u>	D	Classified/Supervisory
<u>Director, Los Angeles/Orange County Regional Consortia (LAOCRC) Orange County Director</u>	C	Classified/Supervisory
<u>Director, Los Angeles/Orange County Regional Consortia (LAOCRC) Los Angeles Director</u>	C	Classified/Supervisory
<u>Director, OC Center of Excellence</u>	F	Classified/Supervisory
<u>Director, Physical Plant and Facilities</u>	F	Classified/Supervisory
<u>Director, Public Affairs & Publications</u>	E	Classified/Supervisory
<u>Director, Purchasing Services</u>	F	Classified/Supervisory
<u>Director, Retail, Hospitality & Tourism Initiative</u>	F	Classified/Supervisory
<u>Director, Small Business Development Center</u>	E	Classified/Supervisory
<u>Director, Small Business Initiative</u>	F	Classified/Supervisory
<u>Director, Special Programs</u>	H	Classified/Supervisory
<u>Director, Student Information Support</u>	D	Classified/Supervisory
<u>Director, Technology Infrastructure & Support Services</u>	D	Classified/Supervisory
<u>Director, Workforce Education</u>	C	Academic/Administrative
<u>Director, Workplace Safety & Risk Management</u>	F	Classified/Supervisory
<u>District Support Services Supervisor</u>	I	Classified/Supervisory
<u>Employment Services Manager</u>	H	Classified/Supervisory
<u>Enrollment Reporting Manager</u>	G	Classified/Supervisory

<u>Executive Assistant to the Board of Trustees</u>	K	Classified/Confidential
<u>Executive Assistant to the Chancellor</u>	J	Classified/Confidential
<u>Executive Director, Adult Education Block Grant</u>	C	Academic/Administrative
<u>Executive Director, Child Development Services</u>	C	Academic/Administrative
<u>Executive Director, College Advancement</u>	C	Classified/Supervisory
<u>Executive Director, Digital Media Center</u>	C	Classified/Supervisory
<u>Executive Director, District Research, Planning & Institutional Effectiveness</u>	C	Classified/Supervisory
<u>Executive Director, Industry Sector Engagement & Career Technical Education Program Strategist</u>	C	Classified/Supervisory
<u>Executive Director, Institute for Workforce Development</u>	C	Classified/Supervisory
<u>Executive Director, Resource Development</u>	E	Classified/Supervisory
<u>Facilities Manager</u>	I	Classified/Supervisory
<u>Facilities Project Manager</u>	E	Classified/Supervisory
<u>Fiscal Services Manager</u>	E	Classified/Supervisory
<u>Graphic Communications Manager</u>	H	Classified/Supervisory
<u>Human Resources Analyst</u>	L	Classified/Confidential
<u>Internal Audit Manager</u>	G	Classified/Supervisory
<u>Inventory, Delivery & Storage Supervisor</u>	L	Classified/Supervisory
J		
K		
<u>K-14 Technical Assistant Provider</u>	F	Classified/Supervisory
<u>Lieutenant District Safety & Security</u>	H	Classified/Supervisory
<u>Maintenance Supervisor</u>	O	Classified/Supervisory
N		
O		
P		

<u>Payroll Manager</u>	G	Classified/Supervisory
<u>Project Manager</u>	E	Classified/Supervisory
<u>Public Information Officer</u>	I	Classified/Supervisory
<u>Publications and Electronic Media Manager</u>	H	Classified/Supervisory
<u>Registrar</u>	G	Classified/Supervisory
<u>Risk Manager</u>	H	Classified/Supervisory

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<u>Sergeant District Safety & Security</u>	K	Classified/Supervisory
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<u>Vice Chancellor, Human Resources</u>	A	Academic/Administrative
<u>Vice President, Academic Affairs</u>	A	Academic/Administrative
<u>Vice President, Administrative Services</u>	A	Classified/Administrative
<u>Vice President, Continuing Education</u>	A	Academic/Administrative
<u>Vice President, Student Services</u>	A	Academic/Administrative

