

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Record Analyst II

**Class Code:** 1262

**Pay Grade:** 512

**GENERAL CLASS DESCRIPTION:**

Under general supervision, makes decisions regarding student admissions, academic progress or graduation, continually functioning independently of administrative supervision, and coordinates activities with faculty and/or administrative offices. May provide functional supervision. Duties may involve the use of personal computers, computers terminals, and a variety of software and/or conventional office equipment.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Makes final recommendations that determine eligibility for admission or graduation based on written and interpreted university and collegiate policies.
2. Analyzes student academic records, screens student admissions and resolves current registration problems.
3. Counsels and advises students concerning their academic problems; receives and answers inquiries by mail and by telephone; makes verbal and written commitments relative to academic progress of students.
4. Performs special projects and studies; compiles periodic reports for supervisor.
5. Interprets and defines policies regarding rules and programs for undergraduate and graduate students.
6. Assigns, coordinates, and reviews the work of other clerical personnel for conformance to guidelines.

**KNOWLEDGES, SKILLS, AND ABILITIES:**

1. Knowledge of institutional and collegiate policies and guidelines relative to student admission, transfer and graduation.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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2. Skill in utilizing computer software and online systems.
3. Skill in operating office equipment.
4. Ability to communicate effectively with staff, students, and the public.
5. Ability to work independently and make decisions requiring interpretation and judgment.
6. Ability to follow oral and written instructions and interpret institutional and other policies accurately.
7. Ability to gather, analyze, and display data in appropriate format and keep accurate records.
8. Ability to exercise functional supervision over employees.
9. Ability to organize and prioritize multiple tasks.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Five years clerical office experience of which at least three years of experience should be in an Admissions or Registrar's Office, or in an office which routinely works with student academic records.
  - a) Education may be substituted for experience as follows: Two months of general post high school education equaling one month experience; and one month of concentrated secretarial/clerical training equaling one month experience.

**REVISION EFFECTIVE: October 1, 1997**