NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CLASSIFICATION ASSIGNMENTS
Eff. MARCH 2023

TITLE	RANGE
ACCOUNTING AND FISCAL SERVICES	
Account Clerk I	31
Account Clerk II	33
Accounting Specialist	40
Accounting Technician	36
Benefits and Leaves Coordinator II	42
Benefits Coordinator	40
Business Office Specialist	40
Buyer	39
Buyer II	41
District Accounting Specialist	43
Payroll Specialist	38
Payroll Lead	45
Purchasing Assistant	33
Purchasing Technician	36
ADMINISTRATIVE	
Administrative Assistant I	33
Administrative Assistant II	36
Administrative Assistant III	41
Administrative Assistant III-Instructional Support Services	42
Campus Marketing/Outreach Assistant	36
Catalog & Schedule Coordinator	40
Clerical Assistant I	29
Clerical Assistant II	31
Communications Specialist	40
Communications Coordinator	45
Educational Services & Technology Coordinator	44
Executive Assistant	41
Executive Assistant II	44
Grants & Special Projects Assistant	41
Health Services Administrative Assistant	36
Human Resources Generalist	44
Human Resources Technician	36
Office Coordinator	40
Personnel Services Specialist	41
Receptionist	29
Receptionist/Dispatcher	33
Research Analyst	52
Risk Management Technician	36
Senior Research Planning Analyst	57
ATHLETICS	
PE/Athletic Equipment Attendant	25
PE/Athletic Equipment Coordinator	31
PE/Athletic Therapist	49
BOOKSTORE	
Bookstore Assistant	31
Bookstore Operations Specialist	36
Bookstore Shipping & Receiving Specialist	33
Textbook Buyer	36
CHILD CARE	
Child Care Aide	16
Child Care Kitchen Attendant	14
Child Care Teacher I	22
INFORMATION TECHNOLOGY	
Business Analyst I/[Department]	52
Business Analyst II/[Department]	58
Data Quality Analyst, Systems Applications	52
Instructional Designer	54
IT Help Desk Coordinator	41
IT Project Leader	57
IT Security Analyst/System Administrator	55
IT Services Coordinator I	48
IT Services Coordinator II	52
IT Specialist, Network	44
IT Specialist II, Network	48
IT Specialist, Systems Applications	44

TITLE	RANGE
INFORMATION TECHNOLOGY	
IT Technician I	41
IT Technician II	44
IT User Support Specialist	44
Systems Analyst, Applications	60
Systems Analyst, Technology	60
Systems Applications Training Coordinator	48
User Support Analyst	36
INSTRUCTIONAL	
Auto Shop Coordinator	41
Dental Hygiene Clinical Technician	36
Dental Hygiene Services Assistant	36
Health Sciences Coordinator	40
Instructional Aide / **	30
Instructional Assistant / **	36
Laboratory Clerk / **	31
Laboratory Technician / **	36
Math Laboratory Coordinator	40
Piano Accompanist	44
Theater Production Coordinator	45
Theater Technician	41
LIBRARY AND MEDIA	
Alternate Media Specialist	41
Distance Learning Assistant	36
Distance Learning Specialist	37
Library Assistant I	33
Library Assistant II	36
Library Assistant III	39
Library Services Coordinator	44
Multimedia Systems Specialist	40
Radio Broadcast Technician	40
Television/Video Technician	40
Web Content Specialist	38
MAINTENANCE AND OPERATIONS	
Building Maintenance Coordinator	45
Campus Safety Officer	31
Campus Safety Officer II	36
Campus Safety Officer Coordinator	40
Carpenter	41
Driver/Skilled Mechanic Assistant	34
Electrician	41
Electrician, Communications	41
Equipment Operator	31
Facilities Assistant	28
Facilities Coordinator	36
Facilities Custodian I	27
Facilities Custodian II	28
Facilities Custodian Coordinator I	31
Facilities Custodian Coordinator II	34
Facilities-Security Officer	31
Grounds Coordinator	38
Grounds Athletic Field Specialist	31
Groundskeeper	29
HVAC Mechanic I	34
HVAC Mechanic II	41
HVAC Mechanic Coordinator	42
Irrigation Specialist	37
Locksmith	42
Painter	38
Plumber	41
Skilled Maintenance Assistant	34
Skilled Maintenance Mechanic	41
Vehicle & Equipment Mechanic	40

TITLE	RANGE
PRODUCTION AND MAIL	
Courier	27
District Mailroom Coordinator	31
Duplication Equipment Operator	27
Graphic Designer	43
Graphic Design Technician	39
Printer	37
Production Center Coordinator	34
Production Center Specialist	29
STUDENT SERVICES	
Admissions and Records Analyst	44
Admissions & Records Coordinator	40
Admissions & Records Specialist	36
Admissions & Records Specialist II	38
Admissions & Records Technician	33
Cadena Center Coordinator	40
CARE Program Coordinator	40
Career Center Coordinator I	40
Career Center Coordinator II	45
Culinary Laboratory Coordinator	40
Curriculum Specialist	40
Disability Support Services, Laboratory Coordinator	40
EOPS Program Coordinator	40
Evaluator	36
Evaluator Coordinator	43
Evaluator Specialist	37
Evaluator Specialist II	38
Financial Aid Coordinator	40
Financial Aid Technician	36
Fine Arts Information/Marketing Representative	36
Health Services Assistant	33
Health Services Specialist (Registered Nurse)	49
Health Education Coordinator	45
International Student's Services Coordidator	41
Interpreter Coordinator	45
Job Developer/Disability Support Services	44
Learning Center Coordinator	40
Medical Assistant	34
Mental Health Clinical Counselor	60
NOCE High School Records Technician	36
NOCE Student Records Coordinator	40
NOCE Student Records Technician	31
Nurse Practitioner	68
Program Coordinator	45
Sports Information/Marketing Representative I	36
Sports Information/Marketing Representative II	38
Student Services Coordinator	43
Student Services MIS Analyst	52
Student Services Specialist/**	36
Student Services Technician/**	33
Testing & Assessment Specialist	36
Tutorial Services Coordinator	40

**** Indicates classification requiring individual emphasis, based on the discipline or area of application.**

Each specialized emphasis (e.g., Instructional Assistant /Biology) constitutes a separate classification.

Contact HR for information on inactive job descriptions