

**Planner Scheduler**  
**San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=254252>

Downloaded On: Mar. 12, 2025 10:36am

Posted Mar. 11, 2025, set to expire Mar. 31, 2025

<b>Job Title</b>	Planner Scheduler
<b>Department</b>	Facilities
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Mar. 11, 2025
<b>Application Deadline</b>	03/31/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6064133">https://apptrkr.com/6064133</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Image not found or type unknown



**Planner Scheduler**

**San Diego Community College District**

**Closing Date:** 3/31/2025

**Position Number:** 011604

**Location:** District

**Position Type:**

Planner Scheduler  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254252>

Downloaded On: Mar. 12, 2025 10:36am

Posted Mar. 11, 2025, set to expire Mar. 31, 2025

Classified

**The Position:**

Posting Details (Default Section)

Closing Date: 03/31/2025 Open Until Filled No Classification Title Planner Scheduler Working Title Planner Scheduler Recruitment Limits Location District Pay Information *Range 31 (\$5,641.78 - \$9,005.57) per month based on the current Classified salary schedule. New employees will begin on Step A (\$5,641.78), Step B (\$5,923.87) with 18 months of verified, paid, full-time equivalent related job experience or up to Step C (\$6,220.07) with 36 months of verified, paid, full-time equivalent related job experience. For purposes of salary placement, 7.5 semester units (or equivalent quarter units) of directly related coursework from a regularly accredited institution will be equivalent to one (1) year of job experience. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks, salary schedules and more information about terms and conditions of employment to include salary and benefits.* Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 011604 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit Maintenance and Operations Range 31 Department Facilities The Position Applications are currently being accepted for Planner Scheduler in the Facilities Services, located at District Service Center/Facilities Services. Hours are Monday - Friday 6:30am to 3:00pm. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor. Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications Knowledge:

- Applicable laws, codes, regulations, policies, and procedures.
- Basic computer literacy.
- Basic mathematics and accounting.
- Methods and procedures for planning, scheduling, and estimating maintenance and repair projects.
- Equipment and materials used in light construction and repair.
- District organization, operations, policies, and objectives.

## Planner Scheduler San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254252>

Downloaded On: Mar. 12, 2025 10:36am

Posted Mar. 11, 2025, set to expire Mar. 31, 2025

- Interpersonal skills using tact, patience, and courtesy.
- Inventory, inspection, and quality control.
- Oral and written communication skills.
- Record-keeping and reporting techniques.
- Safety and building regulations, hazards, and precautions.

### Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Human relations and interpersonal communication; influence all levels of staff and contractors.
- Interpret basic requests for service.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Operate motor vehicle and power equipment safely.
- Operate office equipment, including calculator, computer, copier, fax, 2-way radio, and scanner.
- Perform root cause analysis in troubleshooting and identifying solutions.
- Plan and organize work.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Work from and create drawings and sketches.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

Planner Scheduler  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254252>

Downloaded On: Mar. 12, 2025 10:36am

Posted Mar. 11, 2025, set to expire Mar. 31, 2025

Application materials sent via mail, fax, or email will not be accepted. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Resume; AND,
3. Three (3) References included within the online application.
4. Certificate (Optional).

Tentative Timeline (Subject to Amendments) 4/9/2025 Orientation/Tally

4/16/2025 Tally Scores

5/1/2025 Interviews Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

### **EMPLOYMENT AFTER RETIREMENT**

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01758

### **Major Responsibilities:**

Planner Scheduler  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254252>

Downloaded On: Mar. 12, 2025 10:36am

Posted Mar. 11, 2025, set to expire Mar. 31, 2025

**Qualifications:**

**Desired Qualifications:**

Knowledge:

- Applicable laws, codes, regulations, policies, and procedures.
- Basic computer literacy.
- Basic mathematics and accounting.
- Methods and procedures for planning, scheduling, and estimating maintenance and repair projects.
- Equipment and materials used in light construction and repair.
- District organization, operations, policies, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Inventory, inspection, and quality control.
- Oral and written communication skills.
- Record-keeping and reporting techniques.
- Safety and building regulations, hazards, and precautions.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Human relations and interpersonal communication; influence all levels of staff and contractors.
- Interpret basic requests for service.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Operate motor vehicle and power equipment safely.
- Operate office equipment, including calculator, computer, copier, fax, 2-way radio, and scanner.
- Perform root cause analysis in troubleshooting and identifying solutions.
- Plan and organize work.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Work from and create drawings and sketches.

**Licenses:**

**Pay Information:**

*Range 31 (\$5,641.78 - \$9,005.57) per month based on the current Classified salary schedule. New employees will begin on Step A (\$5,641.78)), Step B (\$5,923.87) with 18 months of verified, paid, full-time equivalent related job experience or up to Step C (\$6,220.07) with 36 months of verified, paid, full-*

**Planner Scheduler  
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=254252>

Downloaded On: Mar. 12, 2025 10:36am

Posted Mar. 11, 2025, set to expire Mar. 31, 2025

*time equivalent related job experience. For purposes of salary placement, 7.5 semester units (or equivalent quarter units) of directly related coursework from a regularly accredited institution will be equivalent to one (1) year of job experience. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks, salary schedules and more information about terms and conditions of employment to include salary and benefits.*

**To apply, visit: <https://www.sdccdjobs.com>**

*All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.*

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

Facilities

San Diego Community College District

,