

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
2010-2011
3 TO 5 YEAR SUSTAINABILITY STAFFING PLAN
DISTRICT SERVICES

Position	Justification
Associate Vice Chancellor/Controller District Business Services MG-00054	<ul style="list-style-type: none"> • Directs financial & internal controls of the District, Budget Development, and the operations for District Business Services. • A critical need for audit, compliance & fiscal stability of the District. • Currently, services are covered by two out-of-class assignments.
Public Info/Communication Specialist Advancement & Communication CL-XXXXX	<ul style="list-style-type: none"> • Coordinates critical information exchange with internal and external community. • Serves essential function as public information officer (PIO) for the district. Represents the District to the media and other news sources. • Functions restructured from AVC duties as part of District Services reorganization. • Currently, services are covered by contract services and hourly assignment.
Contract Specialist Purchasing & Contracts CL-00441	<ul style="list-style-type: none"> • Current reduced staff unable to adequately address increased volume of purchasing, especially contracts, bids, and bidder challenges • Vacancies are impacting the department's ability to meet a basic level of operations. • One of 3 current vacancies.
Account Technician District Accounting CL-XXXX	<ul style="list-style-type: none"> • Increased departmental workload due to growing financial aid processing from Direct Student Loans and assumption of financial reconciliation of benefits. • Services have direct impact to students, employees, and vendors. • Currently, services are covered by an out-of-class assignment.
Executive Director, Advancement & Communications MG-XXXX – Pending Classification	<ul style="list-style-type: none"> • Critical need to develop and lead a system of districtwide advancement & communications to enhance and promote district programs & additional sources of funding • Provides strategic leadership for internal & external relations/communication & non-traditional funding strategies. • New function was funded within District Services reorganization and is currently covered by contract services.