

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

November 7, 2011

Site	Position	Rationale
DS	Intermediate Buyer CL-00452	<ul style="list-style-type: none">• This position is responsible for 1/3 of the purchase requisitions entered by staff Districtwide.• The workload on this desk is quite heavy and has critical duties since the recent restructure of the department reducing classified staff by 1 FTE.• Vacant due to promotion of departmental employee.
DS	Programmer Analyst, Senior CL-00467	<ul style="list-style-type: none">• Provide programming, analysis, and support of administrative systems such as Colleague/WebAdvisor, IFAS (Financials, HR, Payroll, Purchasing), Siris (Library), SARS (Counseling), DARs (Degree Audit) and document imaging• Critical threshold for technology support of Admin Systems• Vacant due to retirement
DS	Payroll Technician CL-00470	<ul style="list-style-type: none">• Position is responsible for all processing of full-time academic payroll, including all administrators, librarians, counselors, and faculty. Processing encompasses notice of absences, timesheets, hire letters, contract changes, large-class bonuses, and other critical tasks.• This position is critical to meet monthly payroll processing and reporting and cannot be provided by current staff members already working to capacity.• The incumbent has resigned effective 11/18/11.