

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

November 5, 2012

Site	Position	Rationale
DS	IS Operations Assistant (restructured position)	<ul style="list-style-type: none"> • What will position do? - This position will expand on the duties which were being performed by a 45% employee to expand the IS support services provided to students, faculty and staff (including scheduling and operational support for key processes; Colleague/Web Advisor, Blackboard, account maintenance for network/email/servers/IFAS/Colleague, web site and other systems). A new job description will be submitted for classification. • Staffing plan criteria for critical hire – <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status – Some services are being provided by other staff in the department in addition to their regular assignments, many are not being performed • Budget Impact - Position is currently budgeted at a percentage of contract. The budget will need to be increased pending updated classification.
DS	Public Safety Officer	<ul style="list-style-type: none"> • What will position do? - Provide for the protection of life and property, observe safety, fire, health hazards and respond to calls for service. Work cooperatively with local law enforcement and fire departments in disaster/emergency procedures for critical incidents and emergencies. Enforce District Parking Regulations. • Staffing plan criteria for critical hire – <ul style="list-style-type: none"> ○ Health and safety priorities ○ Critical threshold of educational or support services • Current status - Vacancy created by resignation effective 11/04/11. • Budget Impact – Funds are included in the budget.
DS	Public Safety Dispatcher	<ul style="list-style-type: none"> • What will position do? - Answer phones, dispatch calls, coordinate emergency response with outside agencies. • Staffing plan criteria for critical hire – <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status - New position to cover shifts currently covered by hourly staff and overtime. • Budget Impact - Partially covered by hourly budget.
DS	Director, Public Safety	<ul style="list-style-type: none"> • What will position do? – Plan, organize, and direct the districtwide security program including POST certified personnel. Serve as a liaison between the District and local law enforcement agencies in police matters involving the campus community. • Staffing plan criteria for critical hire - <ul style="list-style-type: none"> ○ Health and safety priorities ○ Critical threshold of educational or support services ○ Essential operations and supervision • Current status – The position is vacant due to an ERI June 2012. Components are currently covered by an interim contract with Police Best Services. • Budget Impact – Funds are included in the budget