

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

October 7, 2013

Site	Position	Rationale
GC	Instructor—Digital Media/Journalism (1.0 FTE)	<ul style="list-style-type: none"> ● What will position do? – Instructor will provide full-time instruction in digital media and journalism; will oversee and advise student digital and print media outlets (“The Summit” print and on-line editions) as well as teach courses in writing and media production/theory. ● Staffing plan criteria for critical hire – Provides critical threshold of educational services in Journalism area. ● Current status – Vacant due to two retirements in the last ERI. ● Budget Impact – This position is included in the 2013/14 Adopted Budget.
GC	Counselor-Transfer Center (11 month R)	<ul style="list-style-type: none"> ● What will position do? – This position serves as a liaison between the College and baccalaureate-level colleges and universities, coordinates/facilitates all transfer related activities on campus, and provides direct counseling services. ● Staffing plan criteria for critical hire – Necessary in maintaining a critical threshold of educational and support services. ● Current status – This position is vacant due to the ERI, and has been filled by reassignment and backfilled hourly counselors for the past year. ● Budget Impact - This position is included in the 2013/14 Adopted Budget.
GC	Administrative Assistant I (.475 FTE)	<ul style="list-style-type: none"> ● What will position do? – This position will provide clerical support for the Academic Senate and Senate President as well as the Council of Chairs and Coordinators and part time issues committee. Office support staff is critical to adequately fulfill the duties of the faculty, via the Senate for accreditation and college planning processes. ● Staffing plan criteria for critical hire - This position is crucial in supporting legal and accreditation requirements related to the 10 + 1 senate activities and governance. ● Current status – Position has been vacant since late Fall, 2012; and is currently being done by a variety of others. ● Budget Impact – This position is included in the 2013/14 Adopted Budget.

GC	Admissions and Records Assistant, Senior	<ul style="list-style-type: none"> ● What will position do? – This position will perform specialized and complex clerical duties related to student academic records and transcripts; prepare and maintain educational records; evaluate incoming transcripts, provide technical information regarding transfer work, academic records, and policies and procedures. ● Staffing plan criteria for critical hire – Maintains a critical threshold of educational and support services in the office of Admissions and Records. ● Current status – This position is vacant due to an internal promotion within the office of Admissions and Records. ● Budget Impact: This position is included in the 2013/14 Adopted Budget.
GC	Art Gallery Specialist/Technician	<ul style="list-style-type: none"> ● What will position do? - The position will direct and oversee the overall day-to-day operations of the Hyde Art, including the facilitation of fine art exhibitions, cultural activities and educational events; planning and development, installation, managing and de-installation of exhibitions; coordinating marketing, fund raising efforts, and outreach activities with the Department, College, District and East San Diego County community. ● Staffing plan criteria for critical hire – This position is necessary to provide a critical level of support services. ● Current status - This is a combination of a new position and a replacement position to be vacated 12/2013. ● Budget Impact – The position is included in the 2013/2014 Adopted Budget.
GC	Associate Dean of Special Programs (M9)	<ul style="list-style-type: none"> ● What will position do? – This position will plan, organize, administer, supervise and evaluate the performance of academic and classified personnel, and direct the operations of Specially Funded Programs [(EOPS/CalWorks/CARE, and Disabled Students Program and Services (DSPS)]. ● Staffing plan criteria for critical hire – Essential for maintaining a critical threshold of support services for the specially funded programs. ● Current Status – This is a new position as part of a reorganization of duties. ● Budget Impact - This position is included in the 2013/14 Adopted Budget.

GC	Business / Communications Services Supervisor SU-00007	<ul style="list-style-type: none"> ● What will position do? This position is responsible for the organization and coordination of the day-to-day activities of the business office, mail room, and communications services and the supervision of Business/Communication staff. ● Staffing plan criteria for critical hire: Provides a critical level of support services to the campus. ● Current status: This position became vacant due to a retirement in 2012, and has been filled with an out of class and assignment. ● Budget impact: This position is included in the 2013/14 Adopted Budget.
GC	Counseling Supervisor	<ul style="list-style-type: none"> ● What will position do? – This position will perform a variety of duties related to the coordination, organization and supervision of the Counseling Center, Assessment Program, Transfer Center and International Student Counseling Office. ● Staffing plan criteria for critical hire – Essential for maintaining critical threshold of support for the operations and supervision of the Counseling area. ● Current status – Vacated in the first ERI, the position is currently being filled by an employee working out-of-class. ● Budget Impact - This position is included in the 2013/14 Adopted Budget.
GC	Creative Services Design Specialist CL-00138	<ul style="list-style-type: none"> ● What will position do? This position is responsible for providing high-quality graphics instructional-support materials including the college catalog, class schedule, graduation programs, brochures, newsletters, posters, flyers, ads, signs etc. ● Staffing plan criteria for critical hire: Provides a critical threshold of educational support services. ● Current status: This position will become vacant due to a retirement on 9/30/2013. ● Budget impact: This position is included in the 2013/14 Adopted Budget.
GC	Grounds & Maintenance Supervisor SU-00040	<ul style="list-style-type: none"> ● What will position do? This position oversees both the Grounds and Maintenance Departments and is responsible for prioritizing and processing work orders, scheduling routine and preventative maintenance projects and assists in resolving health and safety issues. ● Staffing plan criteria for critical hire: Provides essential supervision and a critical level of support services and to meet health and safety requirements. ● Current status: This position became vacant due to a retirement in 2009, and has been filled with out of class and substitute assignments for nearly 4 years. ● Budget impact: This position is included for in the 13/14 Adopted Budget.

GC	Network Specialist II New Position	<ul style="list-style-type: none"> • What will position do? Responsible for providing technical support in the design, installation and maintenance of computer hardware and software in local and wide area networks on campus. This role is crucial to support the growing use of technology and computer labs on campus. • Staffing plan criteria for critical hire: Provides a critical level of technical support services for our campus. • Current status: This is a new position identified during Grossmont College's Classified Staffing process. • Budget impact: This position is included in the 2013/14 Adopted Budget.
GC	Student Services Specialist (Transfer Center Range 28)	<ul style="list-style-type: none"> • What will position do? – This position performs a variety of specialized clerical duties in the support of the operation of the Transfer Center. • Staffing plan criteria for critical hire – Essential for maintaining a critical threshold of educational and support services for the Transfer area. • Current status – This position will be vacant December, 2013 due to retirement. • Budget Impact – This position is included in the 2013/14 Adopted Budget.
GC	Tutoring Supervisor OR Tutoring Center Assistant (1.0)	<ul style="list-style-type: none"> • What will position do? – College discussion will determine if this position will oversee tutoring college-wide (new position at GC) or will be providing evening coverage for the tutoring center within the LTRC (existing but vacant position). Currently there is no central supervisor for tutoring, hiring, training, and oversight of the many tutors on campus. • Staffing plan criteria for critical hire – The position is necessary to provide a critical level of oversight for educational and support services. • Current status – The position was vacated in late summer due to a resignation. • Budget Impact – The position is included in the 2013/14 Adopted Budget.
GC	Child Development Center Coordinator SU-00055	<ul style="list-style-type: none"> • What will position do? This position organizes, coordinates and oversees the day-to-day operation and supervision of the CDC, a lab school. Responsibilities include planning, marketing, budget, grants, personnel and facilities. • Staffing plan criteria for critical hire - This position is required to meet legal requirements and to provide essential supervision of the CDC program. • Current status -- The position will be vacant due to resignation as of 9/27/13. • Budget Impact –The position is included in the 13/14 Adopted Budget.

GC	PE Facilities Technician IA-00041	<ul style="list-style-type: none"> • What will position do? This position is responsible for the maintenance and repair of ESW and Athletic equipment and assigned spaces, and assist with set-up transitions between the Athletics and ESW classes in the afternoon and evening hours. The position is also responsible for cleaning, maintaining, and testing pool chemical levels to meet Department of Health requirements. • Staffing plan criteria for critical hire: This position is necessary to provide a critical level of support services for ESW and Athletic Departments and to meet health and safety requirements. • Current status: This position will become vacant December 2013 due to a retirement • Budget Impact: This position is included in the 13/14 Adopted Budget.
GC	Sculpture Technician	<ul style="list-style-type: none"> • What will position do? - Perform a variety of technical and specialized duties related to the preparation, operation and maintenance of a Sculpture laboratory and related areas. • Staffing plan criteria for critical hire - This position is necessary to provide a critical level of support services for sculpture instruction and lab and to ensure safety of students and building. • Current status - The position is vacant due to a resignation in fall 2013. • Budget Impact – The position is included in the 13/14 Adopted Budget.