

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE JUSTIFICATION

12/2/2013

Date

Site	Position	Justification
DS	Purchasing Assistant CL-00404 Purchasing & Contracts	<p>What will position do? – Provide clerical support to the Purchasing & Contracts department including issuing purchase orders for various commodities, memberships, CSEA lottery processing and reimbursements.</p> <p>Staffing plan criteria for critical hire – This hire is essential to the operations of the Purchasing & Contracts department.</p> <p>Current status – Vacant due to promotion of internal staff to Intermediate Buyer position. Position needs to be filled to maintain service level to Colleges and District Services.</p> <p>Budget Impact – This position is included in the 2013-14 adopted budget.</p>