

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

March 11, 2013

Site	Position	Rationale
DS	Facilities Planning Assistant CL-pending	<ul style="list-style-type: none"> • What will position do? - This position will perform a wide variety of specialized and responsible secretarial and administrative duties to relieve the administrator of administrative detail, facilitate electronic and electrical maintenance operations; facilitate the Facilities Planning and Development department, assist the Director in the planning, organizing and preparation of submittals for capital construction projects, the Five-Year Capital construction Plan, Long Range Maintenance Plan, Deferred Maintenance, Hazardous Substance Removal, and other state funded programs; and solicit input from the colleges and District Services regarding these functions. • Staffing plan criteria for critical hire - <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status – The position has been vacant since October 2009 due to a retirement. All clerical and support functions of the department have been performed by Director since that time. • Budget Impact – Funded by restructured positions. This position will be included in the 2013-14 budget.
DS	Public Safety Dispatcher CL-00373	<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 – Position is vacant due to resignation effective 2/8/13. Currently District Services is recruiting for another vacant dispatcher position and would like to select a candidate from the same pool. • Budget Impact – Position is included in current budget.
DS	Confidential Administrative Secretary, Sr. CO-00033	<ul style="list-style-type: none"> • What will position do? – Administrative support to Associate Vice Chancellor Human Resource • Staffing plan criteria for critical hire - <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status – There is currently no confidential administrative support in the HR division. Duties are currently being performed by various staff members. • Budget Impact – Position will be included in the 2013-14 budget.
DS	Associate Vice Chancellor of Advancement and Communication MG-00124	<ul style="list-style-type: none"> • What will position do? –This position will lead districtwide advancement and communications, including serving in the role of chief Executive Officer of the FGCC, managing the District’s relationship with the GCCCD auxiliary, and coordinating all communications and public information activities for the District. • Staffing plan criteria for critical hire - <ul style="list-style-type: none"> ○ Critical threshold of educational or support services ○ Essential operations and supervision • Current status – New position approved by Governing Board on February 19, 2013. • Budget Impact – Funded as part of District Services restructure, this position will be included in the 2013-14 budget.

DS	Intermediate Buyer CL-00452	<ul style="list-style-type: none"> • What will position do? – This position is responsible for 1/3 of the purchase requisitions entered by staff Districtwide. • Staffing plan criteria for critical hire - <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status –Position was approved for recruitment in November 2011, but was delayed due to budget reduction. With the passage of Prop V this position is essential to fulfill the needs of the increased workload of the purchasing department. • Budget Impact – Position funded by previously approved frozen position and will be included in the 2013-14 budget.
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