

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

May 13, 2013

Site	Position	Rationale
DS	Public Safety Operations Assistant CL-00096	<ul style="list-style-type: none"> • What will position do? - Position is responsible for a variety of clerical duties in support of Public Safety Service, including maintaining time sheets and employee records, preparing training documents and recording training for Public Safety personnel, maintaining budget records and preparing budget transfers, and preparing agendas and documents for meetings. • Staffing plan criteria for critical hire - <ul style="list-style-type: none"> ○ Critical threshold of educational or support services ○ Essential operations and supervision Position is critical to meet the needs of providing office administrative functions including record keeping of internal information (i.e., business operations, confidential management support and records of official investigations) and to maintain and provide accessibility to accurate and timely records. • Current status - Position is vacant due to resignation • Budget Impact – Position is included in the budget.