

GROSSMONT-CUYAMACA COMMUNITY COLLEGE

CUYAMACA COLLEGE

CRITICAL HIRE/UNEXPECTED VACANCY

July 15, 2013

Site	Position	Rationale
CC	Sr. Grounds Maintenance Worker (1 FTE) CL - 00178	<ul style="list-style-type: none"> • What will position do? – Maintains landscaping, water conservation, mulching, weed remediation, concrete repairs, mowing, maintenance grounds equipment, and pesticide and herbicide application • Staffing plan criteria for critical hire –Necessary for maintaining critical threshold of educational and support services. • Current status – Recently vacated due to the staff accepting position as an Ornamental Horticulture Technician. • Budget Impact – Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
CC	Student Health Services Health Services Nurse CL-00308	<ul style="list-style-type: none"> • What will position do? – Provides nursing care on campus; assists with emergency medical situations that arise; acts as first responder; assesses medical situations and makes determinations as to state of need; helps with record-keeping and reporting; helps with educating the campus community (employees, students) about health matters through health fairs, staff development and one-on-one discussions; conducts TB tests for employees and health screening evaluations. • Staffing plan criteria for critical hire - Necessary for health and safety operations of the College. This position is necessary for maintaining critical threshold of educational and support services and essential operations and supervision. • Current status - Position has been vacant for several years. The Health Center has been using hourly nurses to staff the office, but they can no longer hire the hourly nurses under the new guidelines, which leaves the College with only one full-time nurse. In addition, the size of the College has increased since the time of the vacancy, and the office is in desperate need of another full-time nurse. Warrants an increase from .475 to 1.0 FTE. • Budget Impact – Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
CC	CalWORKs Clerical Assistant CL-00471	<ul style="list-style-type: none"> • What will position do? – Provides support to the CalWORKs Office, which serves approximately 800 students. The individual in this position works at the front counter to meet students. Typical responsibilities include the scheduling of counselor appointments, answering the telephone, making copies, tracking CalWORKs students on a database for reporting purposes, and a variety of other clerical tasks. • Staffing plan criteria for critical hire - This position is necessary for maintaining critical threshold of educational and support services and essential operations and supervision. • Current status - Position has been filled for approximately 5 years by an individual on a .475 FTE contract. At the time the individual was first hired, the number of students in the CalWORKs program was approximately 200. However, the size of the program has increased significantly, and now warrants an increase from .475 to 1.0 FTE. • Budget Impact - Position is funded through restricted funds and will be included in the 2013-14 Adoption Budget.

CC	Biology Technician New (1 FTE)	<ul style="list-style-type: none"> • What will position do? – Essential instructional support for the Biology department which includes setting up Biology labs, assisting instructors, organize and maintain equipment. • Staffing plan criteria for critical hire - Necessary for maintaining critical threshold of educational and support services and essential operations and supervision. • Current status – Position was previously filled by STEs. • Budget Impact - Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
CC	Chemistry Technician New (1 FTE)	<ul style="list-style-type: none"> • What will position do? – Essential instructional support for the Chemistry department which includes setting up Biology Labs, assisting instructors, organize and maintain equipment. • Staffing plan criteria for critical hire - Necessary for maintaining critical threshold of educational and support services and essential operations and supervision. • Current status – Position was previously filled by STEs. • Budget Impact - Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
CC	Custodian New (1FTE)	<ul style="list-style-type: none"> • What will the position do? - Day custodial duties, event set ups, direct workload of student hourly positions. Maintain adequate sanitary conditions in all restrooms campus wide. • Staffing plan criteria for critical hire - Necessary for maintaining critical threshold of educational and support services and essential operations and supervision. • Current status – Position was previously filled by STEs. • Budget Impact - Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
CC	Administrative Assistant III, Library (1 FTE)	<ul style="list-style-type: none"> • What will position do? - Provides support to Dean of Instruction, Learning and Technology Resources. • Staffing plan criteria for critical hire - Necessary for maintaining critical threshold of educational and support services and essential operations and supervision. • Current status - Position is currently filled with a part-time contract employee working out of class • Budget Impact - Position is funded through general funds and will be included in the 2013-14 Adoption Budget.