

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

July 15, 2013

| Site | Position | Rationale |
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| GC | Student Services Specialist CL-00238 | <ul style="list-style-type: none"> • What will position do? – This position handles confidential disability verifications, manages schedules for counselors via SARS, sets up student appointments when disability verifications come in, and assists in the DSPS testing center when needed. • Staffing plan criteria for critical hire – This position has a legal mandate to provide ADA accommodations to DSPS. • Current status – This position was previously filled by STEs. • Budget Impact – This position is funded through general funds and will be included in the 2013-14 Adopted Budget. |
| GC | Student Services Specialist Assistant (test proctor) New | <ul style="list-style-type: none"> • What will position do? – This person helps oversee the operations in the DSPS Testing Center used by DSPS students who are legally authorized to receive test accommodations on the basis of their verified disabilities. • Staff plan criteria for critical hire – There is a legal mandate to provide ADA accommodations • Current status – This position was previously filled by STEs. • Budget Impact – This position is funded through general funds and will be included in the 2013-14 Adopted Budget. |
| GC | Athletic Technician CL- 00361 | <ul style="list-style-type: none"> • What will position do? – This position is responsible for fitting all athletic protective gear, including football helmets. The other key component is the monitoring and maintenance of over a hundred thousand dollars of the College’s athletic equipment. • Staff plan criteria for critical hire – This position provides health and safety of student athletes and safety of equipment. • Current status – This position was previously filled by a STE. • Budget Impact – This position is funded through general funds and will be included in the 2013-14 Adopted Budget. |
| GC | College Cashier CL-00278 | <ul style="list-style-type: none"> • What will position do? – The sole College Cashier at GC is responsible for organizing, directing and coordinating the accounting functions of student registration activities at the college; collecting college fees and other District receivables; depositing District monies; maintaining financial records and journals, internal controls; and enforcing business practices in the handling, recording and depositing payments. • Staff plan criteria for critical hire – This position provides a critical threshold of service to students. • Current status – Currently filled by out of class assignment. |

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| | | <ul style="list-style-type: none"> • Budget Impact – This position is funded through general funds and will be included in the 2013-14 Adopted Budget. |
| GC | Instructional Lab Assistant Senior (Culinary Arts) New | <ul style="list-style-type: none"> • What will position do? – This position supports Culinary Arts by food purchasing for quality and quantity at best price, food budget control, and maintains protocols for sanitation, safety, equipment maintenance, executing basic culinary and pastry skills. This person assists the chef instructors in planning their needs in food orders, office supplies, etc. • Staff plan criteria for critical hire – This position is needed for health and safety and food sanitation mandates. • Current status – The position was previously filled by STE’s. • Budget Impact – This position is funded through general funds and will be included in the 2013-14 Adopted Budget. |
| GC | Computer Help Desk Specialist New | <ul style="list-style-type: none"> • What will position do? – ICS supervisor serves as the Help Desk for faculty and some student requests, mainly around Blackboard. This position is a front line responder to the Help Desk. The main function would be to answer calls on the Help Desk and when needed, go out to faculty offices and labs to troubleshoot daily problems. • Staff plan criteria for critical hire – This position provides a critical threshold of service to faculty and students. • Current status – The position was previously filled by a STE and student hourlies. • Budget Impact – This position is funded through general funds and will be included in the 2013-14 Adopted Budget. |
| GC | Multi Media Technician (Evening) New | <ul style="list-style-type: none"> • What will position do? – This position will cover the Media Desk during the evening hours as well as assist with the Interlibrary Loan duties during the afternoon hours, including processing for quick delivery of materials. This position would also perform the Courier Service, which involves transporting the requested Interlibrary Loan materials between Cuyamaca College and SDSU. This position will also support faculty and staff with various web-based requests that continue to increase. • Staff plan criteria for critical hire – This position provides a critical threshold of service to students. • Current status – The position was funded by student hourlies. • Budget Impact – This position is funded through general funds and will be included in the 2013-14 Adopted Budget. |
| GC | Music Technician New | <ul style="list-style-type: none"> • What will position do? – Responsible for the care and maintenance of the department’s piano collection; maintains accurate inventory of musical instruments and equipment to ensure the safe storage and retention of the equipment; coordinates performance schedules and transportation of equipment to on and off campus events; and process contracts with outside venues for all performing musical groups. • Staff plan criteria for critical hire – This position provides a critical threshold of service. |

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| | | <ul style="list-style-type: none"> • Current status – The position was filled by STEs and student hourlies. • Budget Impact – This position is funded through general funds and will be included in the 2013-14 Adopted Budget. |
| GC | Custodian CL- 00091 | <ul style="list-style-type: none"> • What will position do? – The Custodian is responsible for securing and maintaining the cleanliness of campus facilities, classrooms and restrooms as well as setting up over 500 school and community events that are held on campus. The custodial department is currently down 5 full time custodial positions. The department also has another position that has been out on long term leave for most of the school year. • Staff plan criteria for critical hire – This position provides a critical threshold of service and meets health and safety needs. • Current status – Position became vacant on 12/2012 due to a retirement. • Budget Impact – This position is funded through general funds and will be included in the 2013-14 Adopted Budget. |
| GC | Health Services Nurse CL-00494 | <ul style="list-style-type: none"> • What will position do? – The Health Services Nurse provides health services to approximately 20,000 students with inoculations and exams. The position responds to medical and mental health emergency situations on campus and will be available for immediate triage care to students on a daily basis. The office is currently staffed by one Nurse supervisor. • Staff plan criteria for critical hire – This position provides a critical threshold of service to students and meets health and safety needs. • Current status – Position became vacant based on a change of position status in the Health and Services office. • Budget Impact – This position is funded through restricted funds and will be included in the 2013-14 Adopted Budget. |

*Positions in “**bold**” are positions that were identified by the District wide Hourly Classified Staffing Task Force