

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**CRITICAL HIRE/UNEXPECTED VACANCY**

**1/13/14 (rev 1/14/2014)**

Site	Position	Rationale
CC	Tutoring Coordinator CL-00217	<ul style="list-style-type: none"> <li>• <b>What will position do?</b> – This position is responsible for the following: Organize and coordinate the day-to-day operations of the assigned area and provide direction to the hourly personnel and student workers as assigned; prepare weekly schedules for tutors and the master schedule for the semester. Assist in recruiting, interviewing, evaluating, hiring and training of part-time tutors and clerical workers; prepare employment forms; monitor hours and schedules to ensure center coverage. Run computer programs; prepare and maintain records, files, and reports related to the tutorial assistance program; prepare and monitor the program budget.</li> <li>• <b>Staffing plan criteria for critical hire</b> - This position is essential for accreditation requirements, is a critical threshold of educational and support services and health and safety priorities.</li> <li>• <b>Current status</b> – This position is vacant due to resignation as of January 3, 2014.</li> <li>• <b>Budget Impact</b> – This position is included in the 2013-2014 adopted budget.</li> </ul>
CC	Business Services Specialist CL-XXXXX (.475FTE)	<ul style="list-style-type: none"> <li>• <b>What will position do?</b> – This position will perform duties such as; reviewing and processing all District fiscal forms, maintain a variety of financial records, logs, reports and files, assist departments with purchase orders, assist in issuing/maintaining all keys on campus, assist with answering Switchboard phones lines, maintain computerized directory, and submit phone tasks.</li> <li>• <b>Staffing plan criteria for critical hire</b> – This position is necessary for maintaining a critical threshold of educational and support services.</li> <li>• <b>Current status</b> – This position was vacated due to resignation as of September 5, 2013.</li> <li>• <b>Budget Impact</b> – This position is included in the 2013-2014 adopted budget.</li> </ul>
CC	Sociology Instructor IN-00186 (1 FTE)	<ul style="list-style-type: none"> <li>• <b>What will position do?</b> – This position will perform all duties of full-time instructional faculty in Sociology. There is currently no full-time faculty in the Sociology discipline.</li> <li>• <b>Staffing plan criteria for critical hire</b> - This position is necessary for maintaining a critical threshold of educational and support services, and for expanding the course offerings in a core academic discipline.</li> <li>• <b>Current status</b> – This position was vacated in 2009 when the previous contract instructor failed to earn tenure.</li> <li>• <b>Budget Impact</b> – This position will be included in the 2014-2015 adopted budget.</li> </ul>