

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

November 10, 2014

Date

Site	Position	Justification
DS	Purchasing Assistant CL-00404  Purchasing & Contracts	<ul style="list-style-type: none"><li>• <b>What will the position do?</b> Provide clerical support to the Purchasing &amp; Contracts department, including issuing purchase orders for various commodities, memberships, CSEA lottery processing and reimbursements.</li><li>• <b>Current status of position?</b> This position is vacant due to resignation during probationary period.</li><li>• <b>Strategic Staffing Rationale</b> This position is essential to the operations of the Purchasing &amp; Contracts office.</li><li>• <b>Budget Impact – Identify the following</b> This position is included in the 2014/2015 Adoption Budget:<ul style="list-style-type: none"><li>○ CL-00404</li><li>○ Keycode and object: 1118501-2110</li><li>○ Fiscal impact: \$35,424 + Benefits</li></ul></li></ul>