

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

February 10, 2014

Site	Position	Justification
DS	Warehouse Assistant L-00269 District Warehouse	<ul style="list-style-type: none"> • What will the position do? Receives trucks, delivers mail and packages around Grossmont, Cuyamaca and the District. Rotates driving assignments and picks up surplus. • Current status of position? This position will become vacant due to a retirement scheduled for March 8, 2014. • Strategic Staffing Rationale: Essential to the operations of the District Warehouse and provides a critical level of support services to the colleges and District Services. • Present a rationale that includes the following: (3) What impact will the position (or not filling the position) have on workload distribution within the work unit? Not filling this position could significantly impact the level of operations of the District Warehouse and the support services provided to the colleges and District Services • Budget Impact – This position is included in the 2013/2014 Adoption Budget.
DS	Warehouse Assistant Intermediate CL-00180 District Warehouse	<ul style="list-style-type: none"> • What will the position do? Receives trucks, prints and receives PO's, writes troubles, file, organize and palletize surplus, keeps records of GCCCD surplus, fills stores requests on computer, helps in tagging fixed assets and makes sure things are running smoothly in the Warehouse. • Current status of position? This position will become vacant due to a retirement scheduled for May 1, 2014. • Strategic Staffing Rationale: Essential to the operations of the District Warehouse and provides a critical level of support services to the colleges and District Services. • Present a rationale that includes the following: (3) What impact will the position (or not filling the position) have on workload distribution within the work unit? Not filling this position could significantly impact the level of operations of the District Warehouse and the support services provided to the colleges and District Services. In addition, not filling this position would severely impact record keeping of fixed assets and surplus equipment. • Budget Impact – This position is included in the 2013/2014 Adoption Budget.