

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**April 2, 2014**

<b>Site</b>	<b>Position</b>	<b>Justification</b>
DS	<p><b>Director, Campus &amp; Parking Services</b> MG-00128</p> <p>Campus &amp; Parking Services (CAPS)</p> <p>Replacement</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> Plan, organize, direct and administer Districtwide parking, traffic control and campus services. Coordinate disaster preparedness and emergency operations along with the District’s law enforcement team. Develop policies, procedures and processes to respond to requests relating to traffic, event support, parking enforcement and citations, safety escorts and room unlocks.</li> <li>• <b>Current status of position?</b> Position is vacant and is currently filled by an interim.</li> <li>• <b>Strategic Staffing Rationale</b> This position fulfills a critical threshold of support services and essential supervision.</li> <li>• <b>Present a rationale that includes one or more of the following:</b> <p><b>What impact will the position (or not filling the position) have on workload distribution within the work unit?</b> This position is essential to the direction, supervision and operations of the CAPS department to provide a critical threshold of parking enforcement and customer services on the college campuses.</p> <p><b>How does this position address strategic priorities and/or institutional priorities?</b> This position leads the Campus and Parking Services team which works to keep parking and traffic flow effective for students and employees.</p> <p><b>What other benefits to GCCCD will result from filling this position?</b> This Director also serves on the District Safety and Site Emergency Preparedness Committee.</p> </li> <li>• <b>Budget Impact</b> – This position is included in the 2013/2014 Adoption Budget.</li> </ul>

<p>DS</p>	<p><b>Chancellor/Governing Board Office Assistant</b> CO-00002</p> <p>Chancellor/Governing Board Office</p> <p>Replacement</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> Provide critical administrative support to the Chancellor and Governing Board. Prepare board materials, exhibits, and confidential communications items. Prepare closed session agenda items and back up materials for Governing Board meetings.</li> <li>• <b>Current status of position?</b> Position is vacant due to promotion and is currently filled by an interim.</li> <li>• <b>Strategic Staffing Rationale</b> This position fulfills a critical threshold of support services.</li> <li>• <b>Present a rationale that includes one or more of the following:</b> <p><b>What impact will the position (or not filling the position) have on workload distribution within the work unit?</b> This position is essential to the operations of the Chancellor/Governing Board Office and provides a critical level of support services to the Governing Board meetings.</p> <p><b>How does this position address strategic priorities and/or institutional priorities?</b> This position monitors notice requirements and other Brown Act issues for Governing Board meetings.</p> <p><b>What other benefits to GCCCD will result from filling this position?</b> This position will ensure transparency and effective communication.</p> </li> <li>• <b>Budget Impact</b> – This position is included in the 2013/2014 Adoption Budget.</li> </ul>
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