

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

Strategic Hire Request

04/17/2014

Site	Position	Rationale
DS	Warehouse Supervisor #SU-00015 District Warehouse	<ul style="list-style-type: none"> • What will position do? – Oversee and supervise all aspects of the centralized receiving function, which includes receiving trucks, delivering mail and packages around Grossmont, Cuyamaca and the District. Assigns and rotates driving assignments both inside and outside of the District boundaries and picks up surplus. Responsible for tagging and recording of fixed assets and Stores, both of which include physical inventory responsibilities. • Staffing plan criteria for critical hire – This hire is essential to the operations of the District Warehouse. • Current status – Retirement scheduled for August 3rd, 2014 • Budget Impact – This position is included in the 2014-2015 budget planning cycle.
DS	Inventory Control Technician #CL-00214 District Warehouse	<ul style="list-style-type: none"> • What will position do? – Responsible for all aspects of fixed assets for the District. This includes tagging, engraving and entering data into IFAS for all fixed assets purchased for or donated to the District. Performs room inventories on a regular basis to track fixed assets. Prop “R” funds provided for a large increase in the fixed asset equipment purchased by the District and Prop “V” funds will again increase the equipment purchases. It is essential that this function is performed to keep accurate track of these purchases. Provide direct assistance during audit review. • Staffing plan criteria for critical hire – This hire is essential to the operations of the District Warehouse. • Current status – Position exists but has been frozen for quite some time due to budget constraints. Services, including on-going physical inventories, were significantly reduced during staff reductions. • Budget Impact – This position will be included in the 2014-2015 budget planning cycle
DS	Campus and Parking Services Specialist #CL-xxxx Campus and Parking Services (CAPS) Department	<ul style="list-style-type: none"> • What will position do? – The position will provide vehicle and foot patrol of campus, respond to calls for service, such as traffic control, unlocking rooms and offices, minor automobile assistance, provide parking and traffic control services including issuing parking citations, provide escorts to faculty, staff and students, observe and report acts of vandalism, thefts, unusual behavior and intrusions to buildings, property and adjacent areas to district police or local law enforcement. • Strategic plan criteria for critical hire – This position is essential to the operations of the CAPS department to provide parking enforcement and customer services on the college campuses. • Current status of position? – New position to augment initial staffing proposed in Public Safety transition to ensure that we have adequate staff available for 24/7 coverage, and to allow us to discontinue the security service contract that is currently used to provide coverage. • Budget Impact – 2013/2014 mid-year hire will be funded through current budget, then the position will be included in the 2014/2015 Adoption Budget.

