

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

June 4, 2014

Date

Site	Position	Justification
DS	Sr. Director - Facilities Planning, Development & Maintenance MG-00055 Facilities Department	<ul style="list-style-type: none"> • What will the position do? Lead Districtwide facilities planning functions, including long-range facilities planning and all capital outlay construction and renovation projects at the colleges and District offices. Responsible for all State facilities planning and reporting, including college-level facilities. In addition, direct the facilities maintenance functions for the District and provide oversight of all college projects. • Current status of position? Position vacant due to retirement. • Strategic Staffing Rationale: This position is essential to the operations of the Facilities Planning, Development & Maintenance department, and fulfills a critical threshold of support services to the colleges and District. The position also provides essential supervision Electronics staff and other support staff. • Budget Impact: This position is included in the current Adoption Budget.
DS	Administrative Secretary, Sr. CO-00031 Advancement & Communications	<ul style="list-style-type: none"> • What will the position do? Provide complex secretarial and administrative support to the Associate Vice Chancellor-Advancement & Communications and other department staff; • Current status of position? Position is currently vacant. • Strategic Staffing Rationale: The position is essential to the operations of the Advancement & Communications Department, and also provides administrative support services to the Associate Vice Chancellor who also serves as the CEO of the Foundation for Grossmont & Cuyamaca Colleges and oversight of the GCCCD Auxiliary. • Budget Impact: Position will be included in the 2014/2015 Adoption Budget.
DS	Sr. Recruiter CL-00028 Human Resources	<ul style="list-style-type: none"> • What will the position do? This position assists interview committee chairs with the recruitment process for managers and faculty. • Current status of position? Vacant due to resignation. • Strategic Staffing Rationale: This position provides a critical threshold of support services. It is imperative that we continue to serve our customers by assisting in the hiring

		<p>of management and faculty positions. Our recruiters lead interview committees through the development of selection criteria and interview questions, administer applicant tests, ensure applicants meet the minimum qualifications (accreditation standards), advise regarding advertising sources and assist with overall candidate management. We currently have multiple positions in various stages of the recruitment process and cannot delay the recruitment of this position.</p> <ul style="list-style-type: none">• Budget Impact: Included in current payroll budget
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