

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
November 30, 2015
Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Administrative Assistant III Unit: CSEA CL-00541 FTE 1.0 Department: Dean of Admissions & Records & Financial Aid	<p>1. What will the position do? This position will provide direct administrative support to the Dean of Admissions and Records & Financial Aid as well as serve as support staff to both of these departments. Duties include but are not limited to: managing calendar scheduling and department communications to support the Dean position, preparing and responding to subpoenas in compliance, preparing, documenting and responding to petitions, addressing all personnel related paper work for A&R and Financial Aid departments, scheduling and note taking for meetings, developing and monitoring task schedules, responding to student requests, processing purchase requests, and budget monitoring.</p> <p>2. Current status of position? Filling a vacancy – position has been vacant for 3 years.</p> <p>3. Strategic Staffing Rationale Critical threshold of educational or support services – A&R, Financial Aid and the Dean position have been without administrative support for several years. This has resulted in the redistribution of work amongst the Financial Aid Director, A&R Supervisor(s), A&R staff, Administrative Assistant for VPSS, Administrative Assistant for Counseling and the Dean of A&R. Little of the work could be discontinued which resulted in individuals absorbing work that was outside of their duties and responsibilities in order to continue to provide services to students. This additional work has put a strain on these various positions impacting their ability to address their core work which, in turn, impacts services to students in a negative way.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included in the current 2015-2016 department budget and funded from Unrestricted funds.</p> <p>b. Key code and Object code: 1332001-2110</p> <p>c. Fiscal Impact:</p> <p>i. \$40,512</p> <p>ii. Includes benefits</p> <p>d. RAF impact (check one):</p> <p><input checked="" type="checkbox"/> Include in RAF calculation</p> <p><input type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>

<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Clerical Assistant</p> <p>Unit: CSEA CL-00305 FTE - 0.4</p> <p>Department: Student Affairs</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ This position serves in the evening, from 5 p.m. – 9 p.m. answering the Instructor’s Absence Hotline, posting class cancellation notifications and providing follow-up information to the Dean’s office. ○ This position performs a variety of time-sensitive and detailed clerical duties such as preparation of student discipline correspondence, memoranda, reports, requisitions, forms and other materials, as well as recording and tracking information from a variety of sources. ○ The position answers telephones, greets the public, including usage of Free Speech Zones; provides routine information and assistance to callers, takes messages or refer calls or visitors to appropriate personnel; schedules appointments for students, faculty or the public as appropriate. <p>2. Current status of position? Filling a vacancy due to resignation</p> <p>3. Strategic Staffing Rationale</p> <ul style="list-style-type: none"> a. <i>Legal Mandates:</i> This position is critical to meet the minimum critical threshold of support services. The Student Affairs Office is open to the public from 9am-8pm Monday through Thursday and 8am-5pm Friday. Currently we have one Administrative Assistant II providing support to two full time administrators and to support all of the key functions of the Student Affairs, including the following mandates: <ol style="list-style-type: none"> 1. Constitution Day (Congressional Initiative [Federal Register: May 24, 2005 (Volume 70, Number 99)]) 2. Sexual Harassment & Discrimination (Title IX Education Amendments of 1972, Title VII Civil Rights Act, GCCCD GB Policy 3430) 3. Student Due Process (Ed Code 66300) 14th Amendment 4. Grievances (Ed Code 76221) 14th Amendment 5. Freedom of Speech (Ed Code 76120) b. <i>Accreditation Requirements:</i> To provide appropriate, comprehensive, and reliable services to students. c. <i>Health and Safety Priorities:</i> <ol style="list-style-type: none"> 1. Reduce student and staff anxiety by ensuring uninterrupted services to students 2. Helps ensure safety protocols are met during evening hours. d. <i>Critical Threshold of Educational or Support Services:</i> <ol style="list-style-type: none"> 1. Due to program’s workload, high demand and minimal staffing, other staff is required to compensate for lack of availability and has caused additional stress on already heavy workloads 2. Need to fill this position permanently to provide consistency in service and supervision. e. <i>Essential Supervision:</i> Employee carries high responsibility in assisting the college’s evening administrator in ensuring safety and well-being on campus during evening hours.
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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Administrative Assistant II</p> <p>Unit: CSEA</p> <p>CL-00509</p> <p>FTE 1.0</p> <p>Department: EOPS</p>	<p>1. What will the position do?</p> <p>All Administrative Assistant functions for 4- programs including EOPS, CARE, YESS-Former Foster Youth , and Summer Institute; routine correspondence, prepare a meeting agendas and take minutes, records maintenance, schedule meetings, conferences, and student events, training of others regarding transactions, verification of student eligibility, financial and statistical record keeping, and reporting, information to staff and students related to district transactions, and disbursement of Gas Cards, Meal Cards, Parking Permits, Bus Passes and coordination of Catering for program functions. In addition this position supports the Associate Dean in the development of Monthly, Quarterly and Annual Reports and assists in the coordination of the Summer Institute Program including: program Field Trips, Book Accounts, Equipment and Office Supplies Replacement; Student Hourly and Faculty Hiring training and supervision and Timesheet processing.</p> <p>2. Current status of position? Filling a vacancy</p> <p>3. Strategic Staffing Rationale</p> <p>Legal mandates and Critical threshold of educational or support services. EOPS is supported by Program Regulations from the CCCCCO and codified in the California Education Code Section 69640-69656, EOPS serves our most economically challenged and underprepared yet high potential students who are largely first generation in their families to attend college, English as a Second Language, members of under-represented groups, and former foster youth.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. This position will be added to the 2015/2016 Restricted budget b. Key code and object code: 1335594-2110 c. Fiscal Impact: <ul style="list-style-type: none"> i. \$38,064 ii. Includes benefits

		<p>d. RAF Impact (check one):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input checked="" type="checkbox"/> No impact – funded by <u>EOPS</u> Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS 	<p>Please include:</p> <p>Position Title: CAFYES/Foster Youth Counselor</p> <p>Unit/Classification: AFT</p> <p>Position #: New</p> <p>FTE: 1.0 (11 months)</p> <p>Department: Counseling</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> o The CAFYES/Foster Youth Counselor position will provide educational counseling for prospective, new and continuing students; assist in the articulation process; assist students in their individual educational plans and goals; serve as liaison to high schools and other programs; employ knowledge and skills necessary to counsel students about District programs, transfer requirements, and community resources. <p>2. Current status of position? Requesting a new position</p> <p>3. Strategic Staffing Rationale</p> <ul style="list-style-type: none"> b. Critical threshold of educational or support services – The CAFYES/Foster Youth Counselor will serve as counselor under the Cooperating Agencies Foster Youth Educational Support (CAFYES) program and new EOPS component under the CAFYES grant. The counselor position will provide services to foster youth and EOPS students for student success. <p>f. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position is not included in the current budget b. 1335693-1220 c. Fiscal Impact: <ul style="list-style-type: none"> 1. \$62,873 2. Includes benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input checked="" type="checkbox"/> No impact – funded by <u>CAFYES Grant Funds</u> <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
<ul style="list-style-type: none"> <input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS 	<p>Counselor</p> <p>Unit/Classification: Faculty</p> <p>Position #:</p>	<p>1. What will the position do?</p> <p>Provide core mandated counseling services for students (comprehensive educational planning, follow-up services for students and additional counseling for all students)</p> <p>2. Current status of position? Requesting a new position</p>

	<p>XXXX</p> <p>FTE: 1.0 (11 months)</p> <p>Department: Student Services/Counseling</p>	<p>3. Strategic Staffing Rationale Legal mandates: SB 1456 requires that the colleges provide the core mandated services of orientation, assessment/placement, and counseling/advising/educational planning and follow-up services to all first time students.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included in the Cuyamaca College SSSP Plan and Budget</p> <p>b. Key code and Object code: 1433096-1220</p> <p>c. Fiscal Impact: None (Restricted Funds)</p> <p>i. Salary amount \$71,654</p> <p>ii. Plus benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input checked="" type="checkbox"/> No impact – funded by <u>SSSP</u> Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
<p><input type="checkbox"/> GC</p> <p><input checked="" type="checkbox"/> CC</p> <p><input type="checkbox"/> DS</p>	<p>Student Service Specialist-Assessment</p> <p>Unit/Classification: Classified</p> <p>Position #: XXXX</p> <p>FTE: 1.0 (12 months)</p> <p>Department: Student Services/Counseling</p>	<p>1. What will the position do? Provide core mandated services for students (orientation, assessment, educational planning, follow-up services for students and additional core services for all students)</p> <p>2. Current status of position? Requesting a new position</p> <p>3. Strategic Staffing Rationale Legal mandates: SB 1456 requires that the colleges provide the core mandated services of orientation, assessment/placement, and counseling/advising/educational planning and follow-up services to all first time students.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included in the SSSP Plan and budget</p> <p>b. Key code and Object code: 1433096-2110</p> <p>c. Fiscal Impact: None (Restricted Funds/Grant Funded)</p> <p>i. Salary amount \$39,008</p> <p>ii. Plus benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input checked="" type="checkbox"/> No impact – funded by <u>SSSP</u> Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p>

		<input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Student Service Specialist</p> <p>Unit/Classification: Classified</p> <p>Position #: XXXX</p> <p>FTE: 1.0 (12 months)</p> <p>Department: Student Services/Counseling</p>	<ol style="list-style-type: none"> 1. What will the position do? Provide core mandated services for students (orientation, assessment, educational planning, follow-up services for students and additional core services for all students) 2. Current status of position? Requesting a new position 3. Strategic Staffing Rationale Legal mandates: SB 1456 requires that the colleges provide the core mandated services of orientation, assessment/placement, and counseling/advising/educational planning and follow-up services to all first time students. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. The position is included in the SSSP Plan and budget e. Key code and Object code (1433096-2110) f. Fiscal Impact: None (Restricted Funds/Grant Funded) <ol style="list-style-type: none"> i. Salary amount \$39,008 ii. Plus benefits g. RAF impact (check one): <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input checked="" type="checkbox"/> No impact – funded by <u>SSSP</u> Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>CAFYES Counselor (Non-Tenure Track)</p> <p>Unit/Classification: Faculty</p> <p>Position #: XXXX</p> <p>FTE: 1.0 (11 months)</p> <p>Department: Student Services/Counseling</p>	<ol style="list-style-type: none"> 1. What will the position do? Provide core mandated counseling services for students (comprehensive educational planning, follow-up services for students and additional counseling for all students) 2. Current status of position? Requesting a new position 3. Strategic Staffing Rationale Critical threshold of educational or support services GCCCD was one of 10 districts in the state of California to receive a grant to serve former foster youth. Cuyamaca College was awarded the CAFYES grant to provide counseling and support services to former foster youth. The college previously prioritized this position as a critical need in program review in 2013-2014. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. The position is included in the CAFYES grant and budget

		<p>b. Key code and Object code: 1435695-1220</p> <p>c. Fiscal Impact: None (Restricted Funds/Grant Funded)</p> <p>i. Salary amount \$71,654</p> <p>ii. Plus benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input checked="" type="checkbox"/> No impact – funded by <u>Grant</u> Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Custodian</p> <p>Unit/Classification: CSEA</p> <p>Position # CL-00480</p> <p>FTE – 1.0</p> <p>Department Facilities / Operations</p>	<p>1. What will the position do? Under the direction of the Custodial Supervisor, maintain an assigned group of classrooms, offices and related facilities in a clean and orderly manner:</p> <ul style="list-style-type: none"> • Sweep, scrub, mop and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas. Clean, dust and polish furniture and woodwork including desks, cabinets and tables; wash windows, chalkboards and walls. • Empty and clean waste receptacles and pencil sharpeners and recycle containers; pick up paper; pick up trash containers and empty into large bins. • Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures. • Move and arrange furniture and equipment; set up furniture for special events, activities and meetings; move and set up athletic equipment. • Perform minor repairs to buildings, fixtures and equipment; replace lights, ceiling tiles, and light diffusers; clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and safety, sanitary and fire hazards. • Write work orders to request repair of facilities and equipment. • Turn lights on and off; unlock and lock doors and windows; assure security of assigned areas. • Remove trash from shrubs around assigned areas. <p>2. Current status of position? Filling a vacancy</p> <p>3. Strategic Staffing Rationale Health and safety priorities: This position is charged with maintaining their area of assignment in a clean and healthy state. This position also reports all safety issues that may impact students or staff in the assigned area.</p> <p>Critical threshold of educational or support services: Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p>

		<p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included the current budget</p> <p>b. Key code and Object code: 1427601-2110</p> <p>c. Fiscal Impact:</p> <p>i. Annual Salary amount - \$30,048</p> <p>ii. Plus benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
	<p>Benefits Technician</p> <p>Unit: CSEA</p> <p>CL-00205</p> <p>FTE 1.0</p> <p>Department: Human Resources</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Administer District Health & Welfare benefits ○ Perform administrative duties to process daily tasks ○ Point of contact for benefit-related questions <p>2. Current status of position? Filling a vacancy</p> <p>3. Strategic Staffing Rationale This position is critical to maintain support services for benefits administration district wide.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Included in the current 2015-2016 budget and funded from Unrestricted funds</p> <p>b. Keycode and Object: 1114501-2110</p> <p>c. Fiscal Impact: Salary Range 30</p> <p>i. \$40,392</p> <p>ii. Includes benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
<p><input type="checkbox"/> GC</p> <p><input type="checkbox"/> CC</p> <p><input checked="" type="checkbox"/> DS</p>	<p>CAPS Specialist</p> <p>Unit: CSEA</p> <p>CL-00601</p> <p>FTE: 1</p> <p>Department:</p>	<p>1. What will the position do? The position will provide vehicle and foot patrol of campus. They shall respond to calls for service such as traffic control, unlocking rooms, minor automobile assistance, safety escorts to faculty, staff and students. In addition, the CAPS specialist shall issue parking citations, observe and report acts of vandalism, thefts and unusual behavior and intrusions to buildings, property and adjacent areas to district police or local law enforcement.</p>

	<p>Campus and Parking Services (CAPS)</p>	<p>2. Current status of position? Position vacant as of December 15, 2015, due to a retirement.</p> <p>3. Strategic Staffing Rationale This position is essential to the operations of the CAPS department to provide parking enforcement and customer service on both college campuses for a twenty four hour, seven days a week operation.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Included in the 2015/2016 budget and funded 75% from Restricted Funds, 25% from Unrestricted Funds b. Keycode/Object: 1119091-2110 (75%), 1119400-2110 (25%) c. Fiscal Impact: Salary Range 30 <ul style="list-style-type: none"> i. 1119091 - \$28,647; 1119400 - \$9,549 ii. Includes benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
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