

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

May 11, 2015 – Revised Based on discussion at 5/11/2015 DSP&BC meeting

Date

Site	Position	Justification
DS	Associate Vice Chancellor-Business Services MG-00054 1 FTE District Services	<ul style="list-style-type: none"> • What will the position do? Directs financial and internal controls of the District, budget development, and the operations for District Business Services. • Current status of position? The incumbent in the position accepted another position at Cuyamaca College and the position is currently filled by an interim. • Strategic staffing rationale: This MF-12 position fills a critical need for audit, compliance and fiscal stability of the District. • Budget impact: <ul style="list-style-type: none"> ○ Included in the current budget ○ Unrestricted General Fund ○ Keycode/Object: 1117501-2150 ○ Fiscal Impact: \$123,866, plus benefits ○ RAF impact: No impact – replacement
DS	Campus & Parking Services Specialist CL-00601 1 FTE Campus & Parking Services (CAPS)	<ul style="list-style-type: none"> • 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 for faculty, staff and students. In addition, the CAPS specialist shall issue parking citations, observe and reports acts of vandalism, thefts and unusual behavior and intrusions to buildings, property and adjacent areas to District police or local law enforcement. • Current status of position? Vacant due to termination of employee. • Strategic staffing rationale: This CL-30 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. • Budget impact: <ul style="list-style-type: none"> ○ 2015 hire will be funded through the current budget, and then included in the 2015/2016 Adoption Budget ○ Unrestricted General Fund ○ Keycode/Object: 1119091-2110, 1119400-2110 ○ Fiscal impact: \$39,864, plus benefits ○ RAF impact: No impact – replacement, and partially Restricted funding

<p>DS</p>	<p>Internal Auditor</p> <p>MG-00057</p> <p>1 FTE</p> <p>District Services</p>	<ul style="list-style-type: none"> • What will the position do? This position will perform systematic reviews of financial and operational processes to ensure proper internal controls and/or provide recommendations for improvements. • Current status of position? Vacant – this position is on the current organization chart, but has never been filled or funded. • Strategic staffing rationale: This position is essential to the implementation of the District HR/Payroll/Finance system and required as stipulated by the County Treasurer for the District to be granted fiscal independence. • Budget impact: <ul style="list-style-type: none"> ○ Not included in the current budget – increase in 2015-2016 budget ○ Unrestricted General Fund ○ Keycode/object: 1116001- Pending ○ Fiscal impact: Pending classification * ○ RAF impact: Yes – new FTE <p>* NOTE: Once classification is complete, the fiscal impact will be presented to DSP&BC.</p>
<p>DS</p>	<p>Business Analyst (Campus Based)</p> <p>(Working title – Student Services Technology Specialist)</p> <p>CL- Pending</p> <p>2 FTE</p> <p>Information Systems</p>	<ul style="list-style-type: none"> • What will the position do? These Student Services Technology Specialists will work directly at the Colleges to analyze and troubleshoot current processes, develop solutions and configure systems to meet Student Services requirements. Day-to-day work tasks will be under the direction of the Colleges with coordination and reporting to District Information Systems. • Current status of position? This increase in FTE at District Services Information Systems was requested by the Colleges and included in their SSSP Plans to assist with increasing demand for technology services and support, and improved services to students. These positions will be on site at each of the colleges. They will support and implement technology, assist with compliance reporting and assist with new processes centered around goals of Student Success Plans. • Strategic staffing rationale: These hires are essential to the operations of the Information Systems department in meeting the technology requirements of the colleges' SSSP Plans. • Budget impact: <ul style="list-style-type: none"> ○ Funded by each college's restricted SSSP funds ○ Keycode/Object: Pending ○ Fiscal Impact: \$67,860, plus benefits, for each position ○ RAF impact: Restricted Funds – no RAF impact

<p>DS</p>	<p>Research Analyst (Campus Based)</p> <p>(Working title – Campus Research Analyst)</p> <p>CL – Pending</p> <p>2 FTE</p> <p>District Research, Planning & Institutional Effectiveness</p>	<ul style="list-style-type: none"> • What will the position do? These site-based Research Analyst positions will be located at each of the Colleges and will be under the direction of the College in coordinating and reporting to the District Research, Planning, & Institutional Effectiveness department. The research analysts will assist in the design, implementation, analysis, and report preparation and dissemination of findings related to statistical, demographic and empirical studies. • Current Status of Position: Increase in FTE in Research, Planning & Institutional Effective department requested by the Colleges to assist with the increasing demands of the Student Equity Plans. • Strategic staffing rationale: These two site-based positions are essential to the operations of the District Research, Planning & Institutional Effectiveness department to maintain a critical threshold of educational and support services. <p>Budget Impact:</p> <ul style="list-style-type: none"> ○ Funded by each college’s Restricted Equity funds ○ Keycode/Object: Pending ○ Fiscal impact: \$50,496, plus benefits, for each positions ○ RAF impact: Restricted Funds – no RAF impact
<p>GC</p>	<p>Student Services Specialist</p> <p>CL-00160</p> <p>1.0 FTE</p> <p>Counseling – Assessment</p>	<ul style="list-style-type: none"> • What will the position do? This position’s main responsibility is to administer assessment tests, TOEFL exams and make up exams. The position is also responsible for performing clerical duties and overseeing office activities, answer questions and provide information and assistance to students, instructors and other assigned areas of student services. Maintaining various records and files related to students and compiling information for reports are required. • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy due to retirement effective December 2014. • Strategic Staffing Rationale This position addresses a critical threshold of educational support services and is an integral component of the mandated services of the Student Success Support Program (SSSP). This position also maintains continuity within the Student Services department as it pertains to the matriculation processes. • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is included in the 2014/15 and 2015/16 budget using unrestricted general funds. ○ Keycode and Object: 1333011-2110 ○ CL/28/B ○ Fiscal Impact: \$37,572 plus benefits ○ RAF impact – no impact, replacement

GC	CL-00184 Admissions & Records Assistant 1.0 FTE Admissions & Records	<ul style="list-style-type: none"> • What will the position do? Provide a wide variety of specialized and complex clerical duties related with Admissions & Records. This position also processes official transcript requests and prepares electronic files, paper transcripts, and mail transcripts as requested by students and other educational institutions in a timely manner and according to established guidelines and procedures. • Current status of position? Filling a vacancy - This position is vacant due to promotion of former holder of position (Yumiko Hudson to Admissions & Records Specialist, International Students). • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Maintain a critical threshold of educational or support services – This position is essential to processing official transcript requests and for preparing electronic files, paper transcripts and mail transcripts as requested for students in a timely manner and according to established guidelines and procedures. ○ This position will increase student access, progress, success, and retention per the State mandated Student Success Initiative as it assists with the initial access point; the application, and the progress and success point; transcripts. This position addresses both, strategic and institutional priorities by providing access to a diverse community college student population which is not only an institutional goal but also a component of the College's mission. • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is included in 2014-2015 departmental budget. ○ It is funded from Unrestricted funding. ○ Keycode and Object – 1332001-2110 ○ CL/25/B ○ Fiscal Impact: \$34,392 plus benefits ○ RAF impact – No impact as this position is a replacement.
CC	NONE	