

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
December 5, 2016

Date

Site	Position	Justification
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GROSSMONT

<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Student Services Specialist</p> <p>Unit/Classification CSEA</p> <p>Position # CL-NEW</p> <p>FTE 1.0</p> <p>Department Student Affairs</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Under the direction of an assigned supervisor, perform a variety of specialized duties in the assigned area of student services in Student Affairs; perform specialized clerical duties and coordinate and oversee office activities of assigned function or office; train and provide work direction to others as assigned. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Requesting a new position <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> ○ Strategic plan support – This position will provide directed support to focus on expanding the student engagement function in the Student Affairs office. Will organize and coordinate office activities in assigned area to assure timely and efficient office operations and assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required. Type a variety of materials such as reports, correspondence, memoranda, forms and other materials. Participate in planning and developing departmental operations and procedures; coordinate and participate in special events as required. Compile and prepare statistical and other reports and records as assigned. Maintain various records and files related to students, supplies and specialized functions of assigned area; compile information for reports as required. Perform a variety of clerical duties such as preparing and duplicating materials, ordering office supplies and distributing mail. <p>4. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> a. Specify whether the position not included in the current budget b. 1336001-2110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$ 38,244 (Step A) ii. Includes benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input checked="" 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 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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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><u>Position Title</u> Forensic Technology Laboratory Technician</p> <p><u>Unit/Classification</u> CSEA</p> <p>Position #NEW</p> <p>FTE 1.0</p> <p><u>Department</u> Administration of Justice</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Classroom Management; assist instructors with planning environment and proper handling and disposal of chemicals; supervise lab activities and support classroom health and safety; set up and clean up labs. ○ Handle biological waste, mix and handle hazardous chemicals; ensure all chemicals and supplies are stocked and unexpired; oversee proper disposal of hazardous chemicals. ○ Set up extremely expensive and technical equipment. Lab set-ups take 1-2 hours to set up and clean up. ○ The AOJ Dept is also expanding its digital forensics curriculum and project an increase in enrollment as there is a great demand for digital forensics training. This new curriculum adds additional equipment (laptops, cell phones, tablets) in which data must be uploaded and retrieved from each device. The lab technician will be cross-trained to assist with the digital forensics labs as well. ○ Additional assistance includes police and corrections academy scenarios, and conduct high school outreach and career fairs and demonstrations. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a critical position need to ensure student safety, proper curriculum delivery, and FTES growth in digital forensics. ○ There is an immediate need for Spring, 2017 as a current student worker who assists in the lab has given notice of the inability to continue work after the fall semester as she is moving into the AOJ full-time work force. Extensive equipment and safety training takes place for this position and this position cannot be sustained through a student worker. <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> ○ <u>Critical threshold of educational or support services</u> There is a critical need for forensic lab support services. Part-time instructors will not be able to oversee proper student handling of hazardous chemicals and biohazards, and expensive equipment, and faculty will be unable to set up extensive labs, thus diminishing instructional quality. Our part-time instructors work full-time at other crime labs and simply aren't available to set up extensive labs before class.
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CUYAMACA

<input checked="" type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Student Service Specialist</p> <p>Unit/Classification: Classified – CL-28</p> <p>Position #: CL-00485</p> <p>FTE: 1.0 (12 months)</p> <p>Department: Student Services/Student Affairs</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ <u>Provide essential administrative support for the Office of Student Affairs, i.e. Associated Students, Welcome Week, Diversity Dialogs, Cultural Competency, Cross Cultural Center, Title IX, Student Discipline, Commencement, and Strategic Plan implementation of Student Engagement & Validation.</u> <p>2. Current status of position? Filling a vacancy (Jessica Murguia accepted another position at the college: Student Success Coordinator)</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> d. Critical threshold of educational or support services <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. <u>The position is included in the 2016-2017 budget</u> b. Key code and Object code (<u>1436001-2110</u>) c. Fiscal Impact:
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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Child Development Center Coordinator</p> <p>Unit/Classification S-I</p> <p>Position # SU-00036</p> <p>FTE 1.0</p> <p>Department Child Development Center</p>	<p>This position was sent to DSP&BC 11/28/2016 (via e-mail) for expedited processing</p> <ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> o Responsible for all CDC functions 2. Current status of position? Filling a vacancy created by resignation of current coordinator – Last day of employment is 12/16/16 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ol style="list-style-type: none"> a. Legal mandates – Community Care Licensing (Title 22) and Title 5 regulations require qualified, appropriate level, staff be present at all times. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. <u>The position is included in the 2016-2017 budget</u> b. <u>Key code and Object code (1424894-2120)</u> c. Fiscal Impact: <ol style="list-style-type: none"> 1. Salary amount \$65,687 2. Plus benefits of 29,559 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 checked="" type="checkbox"/> No impact – funded by <u>CDC</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