

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

1/27/2016

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Business Services Specialist</p> <p>Unit/Classification:</p> <p>Position # CL-00534</p> <p>FTE – 1.0</p> <p>Department Campus Business Office</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> • The Business Services Specialist performs a variety of business service functions including answer and direct incoming telephone calls for the main campus switchboard, maintain computerized directory, submit phone tasks, establish voice mail accounts, process requests for changes and coordinate system messages. • Review and process all District fiscal forms, maintain a variety of financial records, logs, reports and files • Provide services to faculty and staff including telephones, travel arrangements, car/van rentals, employee and guest parking, key issuance and other related business office services • Maintain accounting for and distribute petty cash • Assist the mail processor in preparing outgoing mail and distribute mail • Assist in establishing and maintaining faculty, staff and department mailboxes <p>2. Current status of position? Filling a vacancy</p> <p>3. Strategic Staffing Rationale</p> <ul style="list-style-type: none"> ○ This position is necessary for maintaining a critical threshold of educational and support services <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position is included the current budget b. Key code and Object code: 1427502-2110 c. Fiscal Impact: <ul style="list-style-type: none"> i. Annual Salary amount - \$36,048 ii. Plus 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
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Special Projects Account Analyst</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Monitor budget control and reporting on all categorical reporting. ○ Coordinate VTEA allocations and claims. ○ Record revenues from local and state sources. ○ Assist with payroll encumbrances and credit card payment processing.

	<p>Unit/Classification: CSEA CL-39</p> <p>Position #: CL-00036</p> <p>FTE: 1.0</p> <p>Department: District Business & Administrative Services</p>	<p>2. Current status of position? Filling a vacancy due to a retirement.</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. Critical threshold of educational or support services – This position coordinates all restricted budgets and reporting across the District. This vacancy cannot be absorbed by other positions.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Included in the current budget</p> <p>b. Key code and Object code: 1117501-2110</p> <p>c. Fiscal Impact:</p> <ol style="list-style-type: none"> 1. Salary amount: \$55,992 2. Includes benefits <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>
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