

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

2/8/2016

Date

Site	Position	Justification
<b>CUYAMACA</b>		
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title: Sr. Custodian</p> <p>Unit/Classification:</p> <p>Position # CL-00171</p> <p>FTE – 1.0</p> <p>Department Facilities/Operations</p>	<p><b>1. What will the position do?</b>            Under the direction of an assigned supervisor, maintain campus classrooms, offices and related facilities and areas in a clean and sanitary condition; provide work direction and guidance to custodial personnel as assigned. Incumbents provide work direction and guidance to other custodial operations personnel and participate in custodial duties, or work independently at an assigned location.</p> <p><b>2. Current status of position?</b> Filling a vacancy</p> <p><b>3. Strategic Staffing Rationale:</b></p> <ul style="list-style-type: none"> <li>• Health and safety priorities- Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</li> <li>• This position is necessary for maintaining a critical threshold of educational and support services</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></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> <ol style="list-style-type: none"> <li>1. Annual Salary amount - \$34,896</li> <li>2. Plus benefits</li> </ol> <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>
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title: Financial Aid Assistant, Senior</p> <p>Unit/Classification CL-27</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Perform specialized financial aid duties and provide technical assistance in support of financial aid programs and services</li> <li>○ Provide assistance in assigned specialized programs (BOGW, Pell, Scholarships, etc.)</li> </ul>

	Position # CL-00021  FTE: 1.0  Department: Financial Aid (Student Services)	<ul style="list-style-type: none"> <li>○ Direct hourly employees and serve as front lead classified to coordinate office workflow</li> </ul> <p>2. <b>Current status of position?</b> Filling a vacancy</p> <p>3. <b>Strategic Staffing Rationale</b></p> <ul style="list-style-type: none"> <li>a. Legal mandates This position will provide support to students who are applying for state and federal financial aid; including but not limited to the Board of Governor's fee waiver and Pell grants.</li> <li>b. Critical threshold of educational or support services Providing information and follow up support to students who are completing federal and state financial aid (FAFSA) paperwork.</li> </ul> <p>4. <b>Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. Specify whether the position is included or not included in the current budget: Included in the 2015-2016 General Fund Budget</li> <li>b. Key codes (1431001) and Object code (2110)</li> <li>c. Fiscal Impact: \$39,276 (plus benefits)</li> <li>d. RAF impact (check one):           <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input checked="" type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ul>
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**GROSSMONT**

<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Bookstore Purchasing Assistant</p> <p>CSEA</p> <p>CL-00165</p> <p>1.0</p> <p>Bookstore</p>	<p>1. <b>What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ This position is responsible for ordering all supply and convenience goods for the bookstore, checking inventory levels and assisting students with their supply and convenience goods needs.</li> <li>○ Coordinates orders for classroom materials and student supplies for college departments including EOPS, CARE, CalWORKs, and New Horizons</li> </ul> <p>2. <b>Current status of position?</b> Filling a vacancy created by a resignation</p> <p>3. <b>Strategic Staffing Rationale</b></p> <ul style="list-style-type: none"> <li>• This position is required to maintain the critical threshold of educational or support services, making sure the bookstore is stocked with items required to support the educational programs of the college.</li> </ul>
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<p><input checked="" type="checkbox"/> GC</p> <p><input type="checkbox"/> CC</p> <p><input type="checkbox"/> DS</p>	<p>Grounds &amp; Maintenance Supervisor</p> <p>Admin Association</p> <p>SU-00040</p> <p>1.0 FTE</p> <p>Grounds &amp; Maintenance Dept</p>	<p><b>1. What will the position do?</b></p> <p>This position oversees both the Grounds and Maintenance Departments and is responsible for prioritizing and processing work orders, scheduling routine and preventative maintenance projects and assists in resolving health and safety issues.</p> <p><b>2. Current status of position?</b> Filling a vacancy created by a resignation effective 1/20/16</p> <p><b>3. Strategic Staffing Rationale</b></p> <p>Provides essential supervision and a critical level of support services and to meet health and safety requirements</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Position is included in the current adopted budget</p> <p>b. 1327901-2120</p> <p>c. Fiscal Impact:</p> <ol style="list-style-type: none"> <li>1. \$65,687, SU/I/B</li> <li>2. Includes benefits</li> </ol> <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>

<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Coordinator, Instructional Technology services</p> <p><u>Position #</u> TBD after classification</p> <p><u>Unit/Classification:</u>  AA / TBD</p> <p><u>FTE</u> 1 FTE</p> <p><u>Department</u> Instructional Technology Services / Learning &amp; Technology Resources Division</p>	<p><b>1. What will the position do?</b> Establish supervision for the staff in Grossmont's Instructional Computing Services and Instructional Media Services, combining them in a single department known as Instructional Technology Services.</p> <p><b>2. Current status of position?</b> New position.</p> <p><b>3. Strategic Staffing Rationale</b> The Grossmont administration has concluded that it is important for the staff in what is currently Instructional Computing Services and Instructional Media Services to report to a single supervisor who reports to the Dean of Learning &amp; Technology Resources, rather than each staff member reporting to that dean. This is part of a larger reorganization of the Grossmont Learning &amp; Technology Resources Division to create supervisor positions rather than having all staff report directly to the dean which has been ineffective. This reorganization is considered important for the recruitment and success of a new Dean of Learning &amp; Technology Resources.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Specify whether the position is included or not included in the current budget—New position. Not included in current budget. Position will probably not be filled until FY 16-17.</p> <p>b. Key code and Object code—1329009-2120</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount: TBD after classification.</p> <p>ii. Plus 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 checked="" type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
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