

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**3/7/2016**

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: Administrative Assistant III</p> <p>Unit/Classification:</p> <p>Position # New Position</p> <p>FTE – 1.0</p> <p>Department Institutional Effectiveness</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>• This position will provide direct administrative support to the Sr. Dean of Institutional Effectiveness, Success &amp; Equity as well as serve as support to the department.</li> </ul> <p><b>2. Current status of position?</b> New Position</p> <p><b>3. Strategic Staffing Rationale</b></p> <ul style="list-style-type: none"> <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> <ul style="list-style-type: none"> <li>a. The position is included the current budget</li> <li>b. Key code and Object code: 1472391-2110 50% and 1433096-2110 50%</li> <li>c. Fiscal Impact:             <ul style="list-style-type: none"> <li>i. Annual Salary amount - \$45,528</li> <li>ii. Plus benefits</li> </ul> </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 checked="" type="checkbox"/> No impact – funded by <u>SSSP &amp; Equity</u> Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input 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>
<b>Grossmont</b>		
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Financial Aid Special Programs Coordinator</p> <p>CSEA</p> <p>Position # NEW</p> <p>FTE 1.0</p> <p>Financial Aid</p>	<p><b>1. What will the position do?</b></p> <p>Plan, organize and implement a variety of programs and activities to recruit, assist and retain students (i.e. Guardian Scholars program, Financial Aid Outreach program and Financial Literacy program). Coordinate with other campus outreach, student success and student equity programs as well as community and non-profit organizations. Oversee and evaluate the overall academic progress and educational plan of students; advise students regarding satisfactory academic progress standards as they relate to a student’s continued eligibility for financial aid; recommend alternative educational strategies and services in order to promote academic success. Review financial aid petitions independently to determine continued eligibility for financial aid; evaluate appeals and make initial recommendation for presentation to appeals committee.</p>

		<p>2. <b>Current status of position?</b> Requesting a new position</p> <p>3. <b>Strategic Staffing Rationale</b></p> <ul style="list-style-type: none"> <li>○ This proposal directly supports the following District Strategic Areas of Focus:</li> <li>○ Student Access: Ensure that all prospective students have an opportunity to benefit from programs and services.</li> <li>○ Learning and Student Success: Provide programs and services that enable students to progress in a timely fashion toward achievement of their identified educational goals. Promote a culture that values students, fosters academic excellence, and cultivates an environment that is conducive to sustained continuous improvement of learning.</li> <li>○ The proposal also supports the following Grossmont College Strategic Planning Areas of Focus:</li> <li>○ Access - Better serve students in historically under-served populations.</li> <li>○ Learning &amp; Student Success - Promote Student Success for Historically Under-served Populations.</li> <li>○ Learning &amp; Student Success - Promote Student Success for Historically Under-prepared Populations.</li> </ul> <p>4. <b>Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position is not included in the current budget</li> <li>b. Keycode and Object: 1372391-2110</li> <li>c. Fiscal Impact: <ul style="list-style-type: none"> <li>1. \$77,515.00 (pending classification process)</li> <li>2. including benefits</li> </ul> </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 checked="" type="checkbox"/> No impact – funded by <u>Student Equity Restricted Funds</u></li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input 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>
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>DSP&amp;S Classified Supervisor</p> <p>Admin. Assoc.</p> <p>Position # - New</p> <p>1.0 FTE</p> <p>DSP&amp;S</p>	<p>1. <b>What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Coordination, organization, and supervision of classified staff within the DSP&amp;S Program.</li> <li>○ The supervisor oversees the day-to-day office activities; supervises, trains, and evaluates the performance of assigned staff; and monitors expenditures. In addition to coordinating direct services to students, the supervisor also assists counselors and LD specialists with schedules and appointments</li> </ul> <p>2. <b>Current status of position?</b> Requesting a new position</p> <p>3. <b>Strategic Staffing Rationale</b></p> <p>This position is critical in that it will provide essential supervision for all classified staff and hourly employees currently employed within DSP&amp;S.</p> <p>This position is critical in coordinating support services and oversight related to LD intake and testing, and support of DSP&amp;S Counselors and specialists in preparation of student education plans.</p> <p>4. <b>Budget Impact – Identify the Following:</b></p>

		<p><b>a.</b> There is currently room in the 2015-16 DSP&amp;S restricted budget to fund this position.</p> <p><b>b.</b> Keycode and Object: 1335091-2120</p> <p><b>c.</b> Fiscal Impact:</p> <ul style="list-style-type: none"><li>i. \$62,700</li><li>ii. plus benefits (S-I)</li></ul> <p><b>d.</b> RAF impact (check one):</p> <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 checked="" type="checkbox"/> No impact – funded by <u>DSP&amp;S</u> Restricted Funds</li><li><input type="checkbox"/> No impact – funded by _____</li><li><input 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>
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