

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

March 13, 2017

Date

Site	Position	Justification
Grossmont		
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Library Technician</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00581</p> <p>FTE 1.0</p> <p>Department Library</p>	<p>1. What will the position do? Library Technician II will perform a variety of technical duties related to library public service, circulation, and cataloging resources. Their main duty will include oversight of the library's media desk.</p> <p>2. Current status of position? Filling a vacancy</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</p> <p>b. Essential supervision</p> <p>With the resignation of our current Library Technician II, the library will be staffed with only 4 full-time classified staff members in public services, 3 public service desks to maintain, and no classified staff person on the second floor during the evening hours. Staff members employed as Library Tech II maintain public service and process materials required by students. The library is at a critical threshold and without this position will not be able to process time sensitive materials for student use. The media desk located on the second floor will not have classified staffing after 3:30 and will be forced to close down at that time. Students, faculty, and staff needing material and study rooms after 3:30 will suffer from this closure.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Position is included in the current budget</p> <p>b. 1341003 2110</p> <p>c. Fiscal Impact:</p> <p>i. \$38,244-\$47,832</p> <p>ii. Includes benefits</p> <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>Please include:</p> <p>Position Title Culinary Arts Instructor</p> <p>Unit/Classification AFT</p> <p>Position # IN-00284</p> <p>FTE 1.0 Department Culinary Arts</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Develop and review written syllabus for each course and communicate to students course objective, grading, criteria and classroom policies ○ Planning and implementing lecture and practical lab for specific course outlines ○ Supervise students in off campus activities when participation is expected as part of a course requirement or where such supervision is part of the instructor's load ○ Evaluate student progress toward meeting course objectives ○ Set up and break down of kitchen laboratories before and after class ○ Refer students to tutoring and related student services when appropriate ○ Provide academic assistance and related services to students during office hours <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Replacing retired Instructor (Joe Orate) ○ Currently we have an approved interim Culinary Instructor to teach Spring 2017 semester <p>3. Strategic Staffing Rationale</p> <p>Please address at least one of the following items when answering the questions below (provide specific details)</p> <p style="padding-left: 40px;"><u>Critical threshold of educational or support services</u></p> <p>There is a critical need for a full time Culinary instructor. Our program is very successful with a strong need for continuing the current amount of courses offered to fulfill the demand for future registering students and for continuing students looking to finish certificates and or degrees. The program has been adapting to meet the requirements of the growing food/hospitality industry in and around San Diego. Many professionals in the industry rely on Grossmont Culinary students for future employment and job development.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code 1371403-1110 c. Fiscal Impact: <ul style="list-style-type: none"> i. \$64,277 ii. Includes 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
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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Administrative Assistant III</p> <p>Unit/Classification</p> <p>Position # CL-00016</p> <p>FTE – 1.0</p> <p>Department:</p> <p>CTE/Workforce Development</p>	<p>1. What will the position do? Provide direct administrative support to the Dean of Career & Technical Education as well as serve as support to the division.</p> <p>2. Current status of position? Filling a vacancy due to a retirement</p> <p>3. Strategic Staffing Rationale This position is necessary for maintain a critical threshold of educational or support services</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. This position is included in the current budget.</p> <p>b. Key code and Object code: 1370001-2110</p> <p>c. Fiscal Impact:</p> <p>1. Salary amount - CL-32, Step B = \$45,528</p> <p>2. Plus benefits</p> <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>Please include:</p> <p>Scholarship Specialist.</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00136</p> <p>1.0 FTE</p> <p>Financial Aid Department</p>	<p>1. What will the position do? This position coordinates and administers the college Scholarship and Dreamkeepers programs to retain and support students seeking financial assistance to compete their educational goals.</p> <p>2. Current status of position? Filling a vacancy due to resignation.</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>Critical threshold of educational support services – the Grossmont College Financial Aid office processes over 20,000 applications each year and awarded more than 34 million dollars in federal, state and institutional aid for 2015-2016. This position is crucial to maintaining critical support services offered directly to our neediest students (i.e. coordination of our Dreamkeepers Emergency Assistance Program).</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position and funding are currently included in this year’s budget.</p> <p>b. Key code and Object code: 1331001 Unrestricted General Funds.</p> <p>c. Fiscal Impact:</p> <p>1. Salary amount: \$42,912 at Step B plus benefits.</p>

		<p>d. RAF impact (check one):</p> <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
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS 	<p>Please include:</p> <p>Position Title Master Scheduler</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00127</p> <p>FTE 1.0</p> <p>Department Instructional Operations</p>	<p>1. What will the position do? This position's major responsibility is to enter approximately 2,000 course sections for spring and fall semesters and approximately 500 for summer as well as determine the appropriate programming language to use to hard block prerequisites and co-requisites. The position is also responsible for calculating all attendance accounting for every section as it pertains to contact hours of instruction as mandated by Title 5. The Master Scheduler calculates and revises census dates for all positive attendance and open entry/open exit sections. The position assists in the processing of facility requests for room reservations outside of scheduling for classes.</p> <p>2. Current status of position? Filling a vacancy due to a resignation as of 3/17/17</p> <p>3. Strategic Staffing Rationale Not only is the individual in the position responsible for all attendance accountability by calculating minutes for each section as required in Title 5 but must ensure that each section is identified by the correct census definition (positive attendance, daily census, weekly census and online hybrid courses) based on the days and hours requested by department chairs/coordinators for the 36 individual departments/disciplines. All course deletions, modifications, and additions approved by the Curriculum Committee and the Governing Board are built in Colleague and revised as necessary by the Master Scheduler and must match the catalog. The class schedule is critical to all educational and support services campus-wide as well as a guidance tool for students as they plan their educational goals.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Position is included in the current budget b. 1324001 c. Fiscal Impact: <ul style="list-style-type: none"> 1. \$42,912 plus benefits (CL 30 / Step B) 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 checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: <u>Position Title</u> Student Development Supervisor <u>Unit/Classification</u> Supervisory Position # SU-00008 FTE 1.0 <u>Department</u> Student Development Services	<p>1. What will the position do? Under the direction of the Dean, Counseling, Student Development & Matriculation, organize, coordinate and oversee the day-to-day operations and activities of the Student Job Placement Office, Career Center and Adult Reentry Center; plan, develop and provide services and programs to inform and assist students in career guidance, employment and reentry to college; supervise and evaluate the performance of assigned staff.</p> <p>2. Current status of position? Filling a vacancy (retirement on 7/16/16)</p> <p>3. Strategic Staffing Rationale</p> <p>a. Critical threshold of educational or support services - Interview and advise students concerning career planning, educational and occupational goals, job search techniques and employment-related issues and concerns. Maintain current knowledge of employment laws, trends and opportunities and serve as resource person to counselors, faculty and administrators.</p> <p>b. Essential supervision - Perform a variety of responsible supervisory duties related to the planning, organization and coordination of programs and activities related to job placement, career and adult reentry services.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included in the current budget</p> <p>b. Key code and Object code 1333401-2120</p> <p>c. Fiscal Impact:</p> <ol style="list-style-type: none"> 1. Salary amount \$ 62,560 plus benefits 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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Cuyamaca

<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Child Development Center Aide Unit/Classification: CL-12 Position # CL-00385	<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 duties to support the Child Development Center staff related to the care and education of young children. ○ Assist Child Development Center Assistant, Senior in providing care for a classroom of preschool children and interacting with the children in a developmentally appropriate manner, which may include curriculum development and implementation. ○ Set up and clean up classroom, outdoor play area, workroom and kitchen as needed. ○ Assist in observations and assessments of children’s development. ○ Assist children with toileting and/or diapering as required.
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	<p>FTE: 1.0 12 months</p> <p>Department: Child Development</p>	<ul style="list-style-type: none"> ○ Attend required staff meetings. ○ Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established District and Child Development Center safety procedures and regulations. ○ Maintain currency of qualifications for area of assignment. <p>2. Current status of position? Filling a vacancy (Danielle Eygenhuysen resigned 2/17/2017)</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"> ○ Legal Mandates: As per Title 5 regulations, Section 18290, student/teacher ratios must be maintained ○ Children must be visually supervised at all times (even in the restroom and while napping). Title 22 regulations, Section 101229 ○ Health and Safety Priorities: The health of the children must be continuously observed. Children must be inspected daily for illness. Title 22 regulations, Section 101226.2, 101226.3 ○ Essential Supervision: A high quality teaching staff provides examples of best practices in care for the children and role modeling and mentorship for our college Child Development instructional program lab students. <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position is already included in the current budget b. Key code and Object code – 1424894.2110 c. Fiscal Impact: <ul style="list-style-type: none"> 1. Annual Salary amount - \$25,212 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 checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Vice President, Student Services</p> <p>Unit/Classification MF/12</p> <p>Position # MG-00006</p> <p>FTE 1.0</p> <p>Department Student Services</p>	<p>1. What will the position do? The Vice President of Student Services has the responsibility of providing leadership and direction to the student services division comprised of Counseling, Admissions and Records, Financial Aid, Student Affairs, Extended Opportunities Programs and Services (EOPS), Disabled Students Programs and Services (DSPS), CARE, CalWORKs, Outreach, Personal Development Counseling, Transfer, Assessment, Career and Employment Services, Health Services and Athletics. There is an emphasis on providing services through technologically integrated activities; duties also include providing direction and coordination for legislation, such as SB 1456 Student Success Act), SB 1440 (Degree with a Guarantee), and AB288 (Dual Enrollment). The Vice President serves as a member of the President's Cabinet and is responsible for making recommendations to the President regarding Student Services; other duties include serving as the ADA Coordinator and Title IX Officer for the college and providing support for program review, learning outcomes assessment, and planning; and, coordination with other college areas including, but not limited to, Instruction, Administrative Services, and Institutional Effectiveness, Success & Equity.</p>

		<p>2. Current status of position? Filling a vacancy</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>This position is necessary for maintaining the critical threshold of educational and support services; in addition, the position is needed for compliance (Education Code, Title 5) and accreditation purposes.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is already included in the current budget</p> <p>b. Key code and Object code – 1426001-1250</p> <p>c. Fiscal Impact:</p> <p>1. Annual Salary amount - \$131,065 plus benefits</p> <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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District Services

<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Executive Assistant III</p> <p>Unit/Classification: Confidential Employee</p> <p>Position #: CO-00046</p> <p>FTE: 1</p> <p>Department: Vice Chancellor-Business Services</p>	<p>1. What will the position do? Position provides a high level of complex and responsible administrative support duties for the Vice Chancellor-Business Services (VCB), including:</p> <ul style="list-style-type: none"> • Organizing and managing the day-to-day activities of the VCB office to assure efficient and effective office operations; • Coordinates VCB communications via phone, e-mail and written correspondence; • Prepares agendas, notes for council or committee meetings chaired by VCB; • Maintains records and files, including materials of a confidential nature; • Makes decisions in accordance with laws, regulations, policies and procedures and applies them to problem situations; resolves problems not requiring VCB attention. <p>2. Current status of position? To fill vacancy due to retirement (effective 4/14/2017)</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>This position provides a critical threshold of support services for VCB office, and other District and College offices.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. This position is included in the current budget</p> <p>b. Key code and Object code: 1116001-2130</p>
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		<p>c. Fiscal Impact: 1. Salary amount: \$69,393 + benefits</p> <p>d. RAF impact (check one): <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</p>
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please Include:</p> <p>Position Title: Account Clerk Sr. Unit/Classification: Classified</p> <p>Position #: CL-00194</p> <p>FTE: 1</p> <p>Department: District Accounting</p>	<p>1. What will the position do? Perform a variety of complex and technical accounting duties in the preparation, maintenance and review of a large set of accounts, including district and/or campus accounting, and budgetary and fiscal records.</p> <p>2. Current status of position? To fill vacancy due to retirement (effective 4/28/2017)</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>This position is essential to the operations of the District Accounting department in order to provide a critical threshold of accounting support services to college staff, faculty and students, especially with implementation of the new Workday fiscal accounting system and fiscal independence. In addition, the position is critical to manage workload in department while other department member is working in out-of-class assignment related to Workday implementation.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. This position is included in the current budget b. Key code and Object code: 1117001-2110 c. Fiscal Impact: 1. Salary amount: \$56,521 + benefits d. RAF impact (check one): <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</p>
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: CAPS Specialist</p> <p>Unit/Classification: CSEA</p>	<p>1. 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 to faculty, staff and students. In addition, the CAPS Specialist shall issue parking citations, observe and reports acts of vandalism, thefts and unusual behavior</p>

	<p>Position #CL-00575</p> <p>FTE: 1</p> <p>Department: Campus & Parking Services (CAPS)</p>	<p>and intrusions to buildings, property and adjacent areas to District police or local law enforcement.</p> <p>2. Current status of position? Position Vacant</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>This 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.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. This position is included in the 2016/2017 budget, and funded 75% from Restricted Funds, 25% from Unrestricted Funds.</p> <p>b. Key and Object code: 1119400-2110 (25%), 1119091-2110 (75%)</p> <p>c. Fiscal Impact: Salary Range 30</p> <ol style="list-style-type: none"> 1. 1119091 - \$28,647; 1119400 - \$9,549 2. Plus benefits <p>d. RAF impact (check one):</p> <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
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