

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

June 12, 2017

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title: Administrative Assistant IV</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00513</p> <p>FTE 1.0</p> <p>Department Vice President Student Services</p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>o Perform secretarial and clerical duties for assigned Vice President of Student Services and other staff, relieving them of a variety of operational duties, interpret and apply rules and regulations as appropriate, and organize and manage the day-to-day activities of an assigned office to assure efficient office operations. Position also will run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions, greet office visitors; initiate and answer telephone calls; provide information; receive sort and route mail and assist with arrangement of travel accommodations, conferences and meetings and maintain current budget information; monitor budget expenditures; assist in budget preparations as required.</li> </ul> </li>   <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>o Filling a vacancy due to resignation effective 6/9/17</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):             <ol style="list-style-type: none"> <li>a) Critical threshold of educational or support services - Prepare and review routine correspondence, records, and other documents in conformance to established rules and regulations. Prepare agenda items, take and transcribe meeting minutes and distribute to appropriate personnel. Establish and maintain a variety of records, logs and files related to assigned functions. Provide work direction to hourly personnel as assigned. Follow district and department policies and procedures. Perform a variety of duties in support of special events, research and other special projects. Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; and coordinate activities and resolve problems.</li> </ol> </li>   <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. Specify whether the position is included in the current budget</li> <li>b. Key code and Object code 1326001-2110</li> <li>c. Fiscal Impact:                 <ol style="list-style-type: none"> <li>i. Salary amount \$48,300 (Step B)</li> <li>ii. Includes benefits</li> </ol> </li> <li>d. RAF impact (check one):                 <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ 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> </ol> </li> </ol>

<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Articulation Officer</p> <p>Faculty</p> <p>Position # CN-00025</p> <p>1.0 FTE</p> <p>Counseling</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ The (Counselor) Articulation Officer position will initiate, develop, maintain and disseminate written, approved general education/breadth, major preparation, course-by-course, and transferable course articulation agreements with the California State University, University of California, California Independent Colleges and Universities and select out-of-state colleges and universities. Develop and maintain a computerized articulation system; work closely with counselors and other faculty to review articulation issues and assist in resolving problems. Work with appropriate faculty, department Chairs, Deans, Academic Senate and other appropriate committees on the campus to facilitate the development of articulation agreements Regular/contract counselors participate in the planning, implementation, and evaluation of educational programs, courses and other experiences that will directly result in the educational growth of the students. Support advancement of the visions, missions and values of the college and District. This position may include a combination of day and evening assignments, and is being offered by a college strongly committed to the "open door" concept serving a diverse student population. Counselors will be expected to perform other duties consistent with their faculty job description as stated in the faculty contract.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Filling a vacancy due to resignation on June 5, 2017</li> </ul> <p><b>3. Strategic Staffing Rationale</b></p> <ul style="list-style-type: none"> <li>○ The immediate replacement of this position is a critical threshold in meeting the campus and district articulation demands and supports that require immediate and consistent expert attention at Grossmont. It is essential that this position be maintained to ensure that the evaluations, relevancy, and articulation of Grossmont's educational programs and courses are consistently aligned with our CSU, UC, Independent, and out of state colleges. This is paramount in ensuring seamless transitions into other two and four year schools.</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a) This position is included in the current budget.</li> <li>b) 1333005-1430</li> <li>c) Fiscal Impact: C1 Step 6 = \$58,301+benefits\$8745.15</li> <li>d) RAF impact (check one): <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ 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>
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Chemistry Technician</p> <p>Classified 31</p> <p>IA-00142</p> <p>1.0 FTE</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Perform chemistry lab tech duties, including preparation of labs for instruction, disassembly of completed labs, ordering of supplies, planning, and many other duties. This position in particular will serve our new Saturday lab sections of our most impacted chemistry classes, Chem 115, Chem 120, Chem 141, and Chem 142.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Our newly hired chemistry lab technician was just released from probation, so it is now vacant.</li> </ul>

Chemistry		<p><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):</p> <p><b>Critical threshold of educational or support services.</b> If we do not fill this position, we will not be able to run our scheduled sections of Chem 115, 120 (two), 141, and 142 on Saturdays in fall 2017. These sections will garner up to 31.2 FTES and serve up to 132 students. We had 109 waitlisted students for these classes last fall, despite creating two additional sections of Chem 120 and one of Chem 141 on Saturdays.</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: <b>It is.</b></p> <p>b. Key code and Object code: <b>1381001-2110</b></p> <p>c. Fiscal Impact: Salary amount: <b>\$57,238</b> Includes benefits, or not: <b>Position will include benefits</b></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 type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title: <b>Associate Dean, Student Services and Special Programs</b></p> <p>Unit/Classification: <b>M-09</b></p> <p>Position # <b>MG-00004</b></p> <p>FTE: <b>1.0</b> <b>12 months</b></p> <p>Department: <b>Vice President, Student Services</b></p>	<p><b>1. What will the position do?</b> This position will develop, organize, implement, and administer the Extended Opportunity Programs and Services (EOPS), the Cooperative Agencies Resources for Education (CARE), Disabled Student Program and Services (DSPS), and CalWORKs, CAFYES and UP! at Cuyamaca College; assist in the overall coordination of matriculation services across the college, including counseling services, to facilitate access, learning and success of students. Supervise and evaluate the performance of assigned academic and classified personnel.</p> <p><b>2. Current status of position?</b> This position has existed but was not funded in the last few years. The position will be funded partially by categorical funds and EOPS match.</p> <p><b>3. Strategic Staffing Rationale</b> This position is needed to meet EOPS mandate of having a Program Director (the Assistant Dean of EOPS will be defunded). The position will provide administrative oversight over the categorical programs and facilitate collaboration among them.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. This position will be included in the 2017/2018 Tentative Budget</p> <p>b. Fiscal Impact:</p> <p>1. Annual Salary amount - \$107,590 plus benefits</p>

		<p>c. 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>Partially</u> Restricted Funds</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>
<ul style="list-style-type: none"> <li><input type="checkbox"/> GC</li> <li><input checked="" type="checkbox"/> CC</li> <li><input type="checkbox"/> DS</li> </ul>	<p><b>Please include:</b></p> <p>Position Title- <b>Grounds Maintenance Worker</b></p> <p>Unit/Classification <b>CL/24</b> <b>12 months</b></p> <p>Position # <b>TBD</b></p> <p>FTE: <b>1.00</b></p> <p>Department: <b>Grounds</b></p>	<p><b>1. What will the position do?</b> Under the direction of an assigned supervisor, perform general grounds maintenance duties on district grounds including landscaped areas, athletic fields and related facilities.</p> <p><b>2. Current status of position?</b> Filling a restructured vacancy with a new job title to replace Mike Crume</p> <p><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> <li>a. Legal mandates</li> <li>b. Accreditation requirements</li> <li>c. Health and safety priorities</li> <li>d. <b><u>Critical threshold of educational or support services</u></b></li> <li>e. Essential supervision</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position is included in the current budget</li> <li>b. Key code and Object code: 1427701-2110</li> <li>c. Fiscal Impact: <ul style="list-style-type: none"> <li>1. Salary amount : \$35,940 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 checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ 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>
<ul style="list-style-type: none"> <li><input type="checkbox"/> GC</li> <li><input type="checkbox"/> CC</li> <li><input checked="" type="checkbox"/> DS</li> </ul>	<p><b>Please include:</b></p> <p>Position Title: Executive Assistant III</p> <p>Unit/Classification: Confidential Employee</p>	<p><b>1. What will the position do?</b> Position provides a high level of complex and responsible administrative support duties for the Vice Chancellor, Workforce &amp; Organizational Development (VCWOD), including:</p> <ul style="list-style-type: none"> <li>• Organizing and managing the day-to-day activities of the VCWOD office to assure efficient and effective office operations;</li> <li>• Coordinates VCWOD communications via phone, e-mail and written correspondence;</li> <li>• Prepares agendas, notes for council or committee meetings chaired by VCWOD;</li> </ul>

	Position #: CO-00050  FTE: 1  Department: Vice Chancellor- Workforce & Organizational Development	<ul style="list-style-type: none"> <li>• Maintains records and files, including materials of a confidential nature;</li> <li>• Makes decisions in accordance with laws, regulations, policies and procedures and applies them to problem situations; resolves problems not requiring VCWOD attention.</li> </ul> <p>2. <b>Current status of position?</b> To fill vacancy due to resignation</p> <p>3. <b>Strategic Staffing Rationale</b> 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 VCWOD office, and other District and College offices.</p> <p>4. <b>Budget Impact – Identify the Following:</b></p> <p>a. This position is included in the current budget</p> <p>b. Key code and Object code: 1116001-2130</p> <p>c. Fiscal Impact:</p> <p>1. Salary amount: \$69,393 + 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 type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Administrative Asst. IV  CL-00510  1 FTE  Research, Planning & Technology	<p>1. <b>What will the position do?</b> Provide direct administrative support to the Associate Vice Chancellor and the Research, Planning, and Technology Division.</p> <p>2. <b>Current status of position?</b> Filling a vacancy</p> <p>3. <b>Strategic Staffing Rationale</b> This position is necessary for maintaining a critical threshold of educational and support services.</p> <p>4. <b>Budget Impact – Identify the Following:</b></p> <p>a) This position is currently funded in the 2017-2018 budget</p> <p>b) Keycode and Object: 1114001-2110</p> <p>c) Fiscal Impact: CL-34(B) - \$48,300 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 type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position</p>

<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>CAPS Specialist Lead</p> <p>CL-00650</p> <p>1 FTE</p>	<p><b>1. What will the position do?</b> Under the direction of the Director of CAPS, as a daytime lead to CAPS personnel and assist Director with operations.</p> <p><b>2. Current status of position?</b> Filling a vacancy resulting from a recent promotion.</p> <p><b>3. Strategic Staffing Rationale</b> This position is essential to the operation of the CAPS department to provide service to both college campuses for a 24-hour 7 days a week operation.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a) This position is currently funded in the 2017-2018 budget  b) Keycode and Object: 1119091-2110  c) Fiscal Impact: CL-34 - \$45,672 plus benefits  d) RAF impact (check one):</p> <p><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</p>
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Research, Planning &amp; Technology Supervisor</p> <p>SU-00072</p> <p>1 FTE</p> <p>Research, Planning &amp; Technology</p>	<p><b>1. What will the position do?</b> In addition to performing duties of the Research &amp; Planning Analysts, the Research &amp; Planning Supervisor position would have: additional technical, computer-intensive duties related to managing and further developing the data warehouse as well as other planned KPI dashboards and other automated data reports; supervisory duties in coordinating the office work and leading/ training the analysts, coordinating the work of employees in documenting research protocols and processes related to program and administrative reviews; duties preparing end user and technical documentation and instructions related to information systems, data warehouse, and research agendas; and, duties to perform complex research projects.</p> <p><b>2. Current status of position?</b> Filling a restructured vacancy</p> <p><b>3. Strategic Staffing Rationale</b> Created through a budget-neutral reorganization of the Research, Planning, &amp; Technology (RPT) office, this position is necessary for maintaining a critical threshold of educational and support services. As the District addresses its student success agenda, new state and federal regulations as well as accreditation standards, demand for research and data increasingly have impacted the resources of RPT. In addition, the District is at a critical stage in bringing a new data warehouse online; RPT must provide significant resources in developing the database, documenting data elements, creating new electronic reports, and ensuring data integrity. Filling this position will allow the Office to provide continuing and necessary support for the colleges and the District</p>

leadership team while improving research capacity through technology.

**4. Budget Impact – Identify the Following:**

- a) This position is currently funded in the 2017-2018 budget
- b) Keycode and Object: 1114001-2120
- c) Fiscal Impact: S (K) - \$76,674 plus benefits
- d) RAF impact (check one):
  - Include in RAF calculation
  - No impact – replacement (vacant one year or less)
  - No impact – funded by \_\_\_\_\_ Restricted Funds
  - No impact – funded by \_\_\_\_\_
  - No impact – restructure within existing funds
  - No impact – reallocation of faculty FTE resulting in new position