

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
July 10, 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 1</p> <p>Unit/Classification Classified Staff</p> <p>Position #CL00528</p> <p>FTE .8000</p> <p>Department ENGLISH</p>	<p><b>1. What will the position do?</b></p> <ol style="list-style-type: none"> <li>1. Perform a variety of secretarial and clerical duties for assigned supervisors (Department Chair and Project Success Coordinator) and other English Department staff.</li> <li>2. Interpret and apply rules and regulation as appropriate.</li> <li>3. Organize and manage the day-to-day activities of an assigned office (English) to assure efficient and effective office operations.</li> <li>4. Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions.</li> <li>5. Greet office visitors; initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; take messages as necessary; provide information; receive, sort, and route mail.</li> <li>6. Assist with arrangement of travel accommodations, conferences, and meetings as necessary.</li> <li>7. Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required.</li> <li>8. Establish and maintain a variety of records, logs, and files related to assigned functions; obtain and provide information from records and files as requested.</li> <li>9. Order and maintain office supplies, schedule maintenance and repair of equipment.</li> <li>10. Coordinate the duplication and distribution of a variety of materials; distribute forms, applications, and related materials.</li> <li>11. Operate a variety of office equipment including computers and peripherals, calculators, copy machines, etc.</li> <li>12. Provide work direction to hourly personnel as assigned.</li> <li>13. Follow district and department policies and procedures.</li> <li>14. Maintain currency of qualifications for area of assignment.</li> </ol>

**2. Current status of position?**

a. Filling a vacancy

This fills the position vacated by Jeannette Wise, who is retiring Summer 2017—Administrative Assistant I, English Department.

**3. Strategic Staffing Rationale**

Please address at least one of the following items when answering the questions below (provide specific details):

a. Critical threshold of educational or support services

This position, under direct supervision of the English Department Chair, is essential to the smooth functioning of a huge department (23 Full-Time Faculty and 65+ Adjunct Faculty) with multiple programs (Project Success, Creative Writing, Reading, Composition, English Writing Center, Tutoring, etc. The Administrative Assistant I is our first line of contact with students, prospective hires and guests, etc. and is essential to key functions of the department, including scheduling, tracking SLOs, maintaining files for Program Review and grant initiatives, etc.

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

a. Specify whether the position is included or not included in the current budget-- This position is already part of the current English Department budget

b. Key code and Object code 1375601-2110

c. Fiscal Impact:

i. Salary amount \$2,791-\$2,952 per month

ii. Includes benefits, or not Benefits are included

o 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 number

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
STRATEGIC HIRE REQUEST**

**7/6/17**

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  <b>SPECIALTY LAB            TECHNICIAN III–            OFFICE            TECHNOLOGY</b></p> <p>Unit/Classification  <b>CSEA</b></p> <p>Position # IA 00023</p> <p>FTE 1.0</p> <p>Department  <b>BOT</b></p>	<p><b>1. What will the position do?</b></p> <p>Under the direction of an assigned supervisor, perform a variety of technical and specialized duties related to the preparation, operations and maintenance of office administration laboratories and related areas; operate and demonstrate the use of specialized equipment and instructional materials; provide information and technical assistance to faculty and students.</p> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>o Filling a vacancy – Position will be vacant due to a transfer effective 7/6/17</li> </ul> <p><b>3. Strategic Staffing Rationale</b></p> <p>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. Critical threshold of educational or support services            This position is a critical support service within the institution to ensure student support in the B.O.T. department and for our OPT students' success, all covered under grant funding.</li> </ul> <p><b>4. 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</li> <li>b. Key code and Object code – 1370201, Salary Object 2210</li> <li>c. Fiscal Impact:           <ul style="list-style-type: none"> <li>i. Salary amount - \$53844</li> <li>ii. Includes benefits, or not – Yes. Benefits @ 49% = \$26384</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>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
STRATEGIC HIRE REQUEST**

**8/7/2017**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Business Services Assistant</b></p> <p>Unit/Classification:            CL-24</p> <p>Position #: TBD</p> <p>FTE: 1.0            12 months</p> <p>Department:            Business Services</p>	<ol style="list-style-type: none"> <li><b>What will the position do?</b> <ul style="list-style-type: none"> <li>Answer and direct incoming telephone calls and assist faculty and staff in telephone operation and related requests.</li> <li>Assist in the production of instructional materials</li> <li>Assist in the distribution of mail and other related mail center services</li> <li>Assist with travel arrangements</li> </ul> </li> <li><b>Current status of position?</b> <ul style="list-style-type: none"> <li>Filling a vacancy</li> </ul> </li> <li><b>Strategic Staffing Rationale</b>            Please address at least one of the following items when answering the questions below (provide specific details):           <ul style="list-style-type: none"> <li>Critical threshold of educational or support services: The need for Business Services Assistant is critical to support the Business Services department for staff and faculty needs.</li> </ul> </li> <li><b>Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>The position is included in the current budget</li> <li>Key code and Object code: 1427502-2110</li> <li>Fiscal Impact:               <ol style="list-style-type: none"> <li>Salary amount \$35,940 plus benefits</li> </ol> </li> <li>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 _____ 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> </li> </ol> </li> </ol>
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Counselor (CalWORKs)</b></p> <p>Unit/Classification            AFT/IN11/IV/</p> <p>Position TBD</p> <p>FTE            1.0            11 months</p>	<ol style="list-style-type: none"> <li><b>What will the position do?</b>            Provide educational counseling for prospective, new and continuing CalWORKs students. Assist in the articulation process which assures smooth transfer of high school students into the community college, and appropriate transition of community college students into baccalaureate institutions. Assist students in the development of their individual educational plans and goals. Participate in the implementation of district policies governing student matriculation and graduation. Conduct group orientation sessions for CalWORKs students. Provide counseling for students on academic lack-of-progress probation. Teach Personal Development classes in accordance with division needs. Provide counseling to meet career and occupational objectives; provide assistance in job search and job retention skills. Provide individual counseling to assist students in resolving personal problems. Accept referrals from teaching faculty and other college personnel; confer with teaching faculty regarding individual students when appropriate. Refer students to campus support services; refer students to community agencies. Participate in required</li> </ol>

	<p>Department: <b>CalWORKs</b></p>	<p>and scheduled Professional Development week activities each semester in compliance with contractual agreement. Keep official records and collect data required by district policy and administrative procedure; submit records and data in accordance with college procedures.</p> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ This is a new position.</li> </ul> <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>○ This position is necessary for maintaining the critical threshold of educational and support services: this position is necessary for compliance to conform to State approved plans and budgets.</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. Position will be included in the Adoption Budget</li> <li>b. Key code and Object code – <b>1464397-1220</b></li> <li>c. Fiscal Impact: <ul style="list-style-type: none"> <li>i. Annual Salary amount - \$70,704 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 CalWORKs 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 checked="" type="checkbox"/> CC</li> <li><input type="checkbox"/> DS</li> </ul>	<p><b>Please include:</b></p> <p>Position Title: <b>Counselor (EOPS/CARE)</b></p> <p>Unit/Classification AFT/IN11/IV</p> <p>Position # TBD</p> <p>FTE 1.0 11 months</p> <p>Department: <b>EOPS</b></p>	<p><b>1. What will the position do?</b> Provide educational counseling for prospective, new and continuing EOPS/CARE students. Assist in the articulation process which assures smooth transfer of high school students into the community college, and appropriate transition of community college students into baccalaureate institutions. Assist EOPS/CARE students in the development of their individual educational plans and goals. Participate in the implementation of district policies governing student matriculation and graduation. Conduct group orientation sessions. Provide counseling for students on academic lack-of-progress probation. Teach Personal Development classes in accordance with division needs. Provide counseling to meet career and occupational objectives; provide assistance in job search and job retention skills. Provide individual counseling to assist students in resolving personal problems. Accept referrals from teaching faculty and other college personnel; confer with teaching faculty regarding individual students when appropriate. Refer students to campus support services; refer students to community agencies. Participate in required and scheduled Professional Development week activities each semester in compliance with contractual agreement. Keep official records and collect data required by district policy and administrative procedure; submit records and data in accordance with college procedures.</p> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ This is a new position.</li> </ul> <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>○ This position is necessary for maintaining the critical threshold of educational and support services: this position is necessary for compliance to conform to State approved plans and budgets.</li> </ul>

		<p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Position will be included in the Adoption Budget</p> <p>b. Key code and Object code – <b>1435597-1220</b></p> <p>c. Fiscal Impact:</p> <p>i. Annual Salary amount - \$70,704 plus benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input checked="" type="checkbox"/> No impact – funded by EOPS 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>
<p><input type="checkbox"/> GC</p> <p><input checked="" type="checkbox"/> CC</p> <p><input type="checkbox"/> DS</p>	<p><b>Please include:</b></p> <p>Position Title: <b>EOPS/CARE Program Specialist</b></p> <p>Unit/Classification <b>CSEA / CL-34</b></p> <p>Position # TBD</p> <p>FTE 1.0 12 months</p> <p>Department: <b>EOPS</b></p>	<p><b>1. What will the position do?</b></p> <p>Under the direction of the Associate Dean, assist with the duties required of the program coordinator as represented in the Title V guidelines for EOPS/CARE. Perform a variety of highly complex and technical paraprofessional EOPS/CARE duties. Coordinate and oversee office activities; train and provide work direction to others as assigned. Communicate and assist in implementing directives from the EOPS/CARE Programs according to the State Chancellor's office and Title V. Oversee the implementation of policies and procedures of the EOPS/CARE Office. Coordinate communication with other district departments and personnel, students, education institutions, vendors, and other outside organizations and the public. Provide technical assistance and information to students regarding records, financial aid, book accounts, registration, EOPS requirements, CARE requirements, graduation requirements, transfer requirements, and selected major requirements. Refer students with professional needs to a counselor. Explain college and EOPS/CARE policies and procedures to students; schedule counseling and peer counselor appointments and obtain district and other college transcripts for counselors utilizing filing and data processing systems.</p> <p><b>2. Current status of position?</b></p> <p><input type="radio"/> This is a new position.</p> <p><b>3. Strategic Staffing Rationale</b></p> <p>Please address at least one of the following items when answering the questions below (provide specific details):</p> <p><input type="radio"/> This position is necessary for maintaining the critical threshold of educational and support services: this position is necessary for compliance to conform to State approved plans and budgets. As approved by the CCCCO, the Program Assistant will function as the EOPS assistant director because the Director (Associate Dean) is less than full time.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Position will be included in the Adoption Budget</p> <p>b. Key code and Object code – <b>1435597-2110</b></p> <p>c. Fiscal Impact:</p> <p>i. Annual Salary amount - \$48,300 plus benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input checked="" type="checkbox"/> No impact – funded by EOPS 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>Student Services Specialist</b></p> <p>Unit/Classification  <b>CSEA/Range 28</b></p> <p>Position # TBD</p> <p>FTE  1.0  12 months</p> <p>Department:  <b>CalWORKs</b></p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b>  Under the direction of the supervisor, the CalWORKs Student Services Specialist will perform a variety of specialized duties to provide services to students in the CalWORKs program. Organize and coordinate office activities to assure timely and efficient office operations. Assist in the preparation of department budget; monitor expenditures. Greet office visitors and answer telephones; screen and refer calls, schedule appointments and meetings. Maintain various records and files related to students, supplies and specialized functions of the CalWORKs area; compile information for reports as required. Organize and coordinate office activities in CalWORKs to assure timely and efficient office operations.</li> <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>o This is a new position</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): <ul style="list-style-type: none"> <li>o This position is necessary for maintaining the critical threshold of educational and support services: this position is necessary for compliance to conform to State approved plans and budgets.</li> </ul> </li> <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. The position will be included in the Adoption Budget</li> <li>b. Key code and Object code – <b>1464397-2110</b></li> <li>c. Fiscal Impact: <ol style="list-style-type: none"> <li>i. Annual Salary amount - \$40,452 plus 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 type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input checked="" type="checkbox"/> No impact – funded by CalWORKs 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 type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Clerical Assistant, EOPS/CARE</b></p> <p>Unit/Classification  <b>CSEA / CL-23</b></p> <p>Position # TBD</p> <p>FTE  1.0  12 months</p> <p>Department:  <b>EOPS</b></p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b>  Under the direction of an assigned supervisor, perform a variety of responsible clerical duties in support of the EOPS/CARE office. Answer telephones and greet the public; provide routine information and assistance to callers, take messages or refer calls or visitors to the appropriate personnel; schedule appointments for students, faculty or the public as necessary. Provide work direction and guidance to student workers or other clerical personnel as assigned. Prepare and maintain a variety of records, and files related to EOPS/CARE departmental functions. Compile information and data from records and files for reports as required.</li> <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>o This is a new position.</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): <ul style="list-style-type: none"> <li>o This position is necessary for maintaining the critical threshold of educational and support services: this position is necessary for compliance to conform to State approved plans and budgets.</li> </ul> </li> </ol>

		<p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position will be included in the Adoption Budget</li> <li>b. Key code and Object code – <b>1435597-2110</b></li> <li>c. Fiscal Impact: <ul style="list-style-type: none"> <li>i. Annual Salary amount - \$34,896 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 EOPS 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 type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p><b>Administrative Assistant III</b></p> <p>Unit/Classification <b>CSEA/CL-32</b></p> <p><b>Position # 00450</b></p> <p><b>FTE 1.0</b> <b>12 months</b></p> <p>Department <b>Arts, Humanities, and Social Sciences</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>o Provide direct administrative support to the Dean of Arts, Humanities, and Social Sciences</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>o Filling a vacancy due to a resignation</li> </ul> <p><b>3. Strategic Staffing Rationale</b></p> <ul style="list-style-type: none"> <li>o This position is necessary to maintain a critical threshold of educational or support services.</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. Keycode and Object code: 1424006 - 2110</li> <li>c. Fiscal Impact: <ul style="list-style-type: none"> <li>i. Salary amount: \$45,528 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>
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title <b>Administrative Assistant III</b></p> <p>Unit/Classification <b>CL-32</b></p> <p>Position # <b>CL-00580</b></p> <p>FTE <b>1.0</b></p> <p>Department <b>CTE Division</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>o Under the direction of the Dean of Career and Technical Education, perform a variety of difficult and often complex specialized and responsible secretarial and administrative assistant duties to relieve the administrator of operational detail.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>o Filling a vacancy – Cheryl Alvarez – Retirement (9-30-2017)</li> </ul> <p><b>3. Strategic Staffing Rationale</b></p> <p>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. This position is critical in the support of the administration of the CTE division office and the CTE Dean.</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>b. The position is included in the current budget</li> <li>c. Key code and Object code: 1425201-2110</li> </ul>



		<p>d. Fiscal Impact:  i. Salary amount : \$45,528 plus benefits</p> <p>e. 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 checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Associate Dean,  Athletics</b></p> <p>Unit/Classification  <b>AA/MG-09</b></p> <p>Position #  <b>MG-00101</b></p> <p>FTE  <b>1.0</b>  12 months</p> <p>Department:  <b>Athletics</b></p>	<p><b>1. What will the position do?</b>  Under the direction of an assigned supervisor, plan, organize, administer, and direct the college's Athletic Program. Coordinate and manage intercollegiate athletic activities, related instructional programs and physical and financial resources; supervise and evaluate the performance of assigned staff. Supervise athletic activities to assure compliance with community college and related policies and procedures. Direct the development of program goals and objectives; assure compliance with local, state, federal and district guidelines. Direct, monitor and review budget preparation, requisition of supplies and equipment, travel arrangements and official assignments and fundraising activities including community outreach. Prepare, direct, and review home athletic contests and tournaments; supervise home contests; conduct various eligibility and staff meetings. Prepare various fiscal reports, program review, enrollment reports and other miscellaneous reports as required. Understand and apply California Community College Athletics Association (CCCAA) and National Collegiate Athletic Association (NCAA) rules, and Federal gender equity requirements.</p> <p><b>2. Current status of position?</b>  <input type="checkbox"/> Replace vacancy due to resignation</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):  <input type="checkbox"/> Critical threshold of educational or support services: <b><i>this is a critical position for the foundational support of the athletic department</i></b>  <input type="checkbox"/> Essential supervision: <b><i>this position offers essential supervision of the athletic department.</i></b></p> <p><b>4. Budget Impact – Identify the Following:</b>  a. The position is included in the current budget  b. Key code and Object code – <b>1436501-1240</b>  c. Fiscal Impact:  i. Annual Salary amount - \$100,597 plus 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>