

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

**10/8/18**

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: Computer Lab Technician III</p> <p>Unit/Classification: CSEA/CL-34</p> <p>Position #: IA-00120</p> <p>FTE: 1.0 12 months</p> <p>Department: Instructional Computing</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Provide advanced instructional help-desk technical support for both Macintosh and PC platform.</li> <li>○ Install, operate, maintain and repair computers (both PC and Mac), monitors, printers and other technical equipment in an instructional computer lab environment</li> <li>○ Troubleshoot networking issues</li> <li>○ Create and maintain instructional lab images</li> <li>○ Provide technical support and training to faculty and staff on a variety of software applications and other technology equipment</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Filling a vacancy to replace Diane Kew (retiring 10/1/2018)</li> </ul> <p><b>3. Strategic Staffing Rationale</b> Critical threshold of educational or support services the number of computers, monitors, printers and other technical equipment continues to increase at the college. In addition to supporting our existing instructional technology, new buildings and remodeling projects require additional computer lab and technical support. We are stretched thin in our current operations and as such, need staffing to support not only current technology but new and upgraded technology.</p> <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 1442003-2210</li> <li>c. Fiscal Impact:             <ul style="list-style-type: none"> <li>i. Salary amount: \$45,672 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>

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p><b>Position Title</b> Financial Aid Assistant, Sr.</p> <p><b>Unit/Classification</b> CSEA/CL-27</p> <p><b>Position #</b> CL-00021</p> <p><b>FTE = 1.0</b></p> <p><b>Department</b> Financial Aid</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> <ul style="list-style-type: none"> <li>• Coordinate the federal work-study (FWS) program. The Sr. is responsible for tracking earnings, legal paperwork, soliciting FWS jobs, and reconciling monthly and at year-end.</li> <li>• Coordinates the student Direct Loan program by reviewing loan applications and processing for 1<sup>st</sup> review. The Sr. is also responsible for the requirements needed for a federal student loan program: education through loan entrance and exit counseling; monthly reconciliation; ensuring students are not over awarded; and year-end closeout.</li> <li>• Assist students at the front counter, on the phone, and in workshops.</li> </ul> </li>   <li>• <b>Current status of position?</b> <ul style="list-style-type: none"> <li>• Filling a vacancy to replace Rita Petrus (resigned 9/7/18)</li> </ul> </li>   <li>• <b>Strategic Staffing Rationale</b> <ul style="list-style-type: none"> <li>• Legal mandates &amp; Critical threshold of educational or support services               <ul style="list-style-type: none"> <li>○ This position is critical in making sure we are in compliance in the FWS program and student Direct Loan program by processing the paperwork required for the programs, conducting analysis to ensure FWS allotment is spent, conducting monthly reconciliation for both programs, and processing year-end closeouts for both programs. The Sr. is the main point of contact for students for both programs.</li> </ul> </li> </ul> </li>   <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>• The position is included in the current budget</li> <li>• Key code and Object code: 1431001-2110</li> <li>• Fiscal Impact:               <ol style="list-style-type: none"> <li>1. Salary amount: \$37,140 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 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> </li> </ul>

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p><u>Position Title</u> Tutoring Center Specialist, English Writing Center Specialist</p> <p><u>Unit/Classification</u> CSEA</p> <p><u>Position #</u> CL-00351</p> <p><u>FTE</u> 1.0 FTE</p> <p><u>Department</u> LTR</p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>○ The English Writing Center (EWC) is one of three centralized tutoring services offered to students. The EWC is a resource with tremendous student demand. Over 2,500 EWC tutoring sessions were completed in Spring 2018. This position will organize, coordinate, and improve quality of services in the EWC. Oversee student workers and tutors in the EWC during morning and afternoon open hours. Gathers data, prepares reports, monitors budget, ensures payroll is completed in a timely and accurate manner. Trains and provides professional development as needed. Assists LTR supervisor in implementing new processes, tools, and upgrading practices.</li> </ul> </li> <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>○ <b><u>Filling a vacancy</u></b></li> <li>○ Filling a restructured vacancy with a new job title</li> <li>○ Requesting 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):             <ol style="list-style-type: none"> <li>a. Legal mandates: Supervision of student workers is required at all times</li> <li>b. Accreditation requirements: Academic support must be available to all students and this position is key in assuring that Grossmont students have access to English tutoring in any course that requires writing. This role ensures that quality English tutoring is made available for students attempting transfer level English in particular, and monitors quality of service to students, particularly English language learners.</li> <li>c. Health and safety priorities</li> <li>d. Critical threshold of educational or support services: Research has shown that tutoring is one of the key services that increases retention, particularly of students who are disproportionately impacted and those learning English as a second language. This position oversees all English tutoring which means students can get help in any discipline taught on campus and across all programs that requires college level writing. The impact of this service is therefore vital to student success. Research has also shown that students who work on campus are significantly more likely to remain in class and graduate in shorter time. This position is also key in training, mentoring, and supporting our students who want to work as tutors or greeters in the English Writing Center. They acquire an invaluable experience and skills that will carry through for the rest of their lives.</li> </ol> </li> </ol>

		<p>e. Essential supervision: <b>Supervision of student workers is required at all times</b></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><u>Yes, it is a permanent, full time, classified role.</u></b></p> <p>b. Key code and Object code: <b><u>1329009-2110</u></b></p> <p>c. Fiscal Impact: <b><u>Level 32</u></b></p> <p>d. Salary amount <b><u>\$3587/mo</u></b></p> <p>i.</p> <p>ii. Includes benefits, <b><u>Yes</u></b></p> <p>iii. impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input checked="" type="checkbox"/> <b>No impact – replacement (vacant one year or less)</b></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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DS	#CL-00269 Warehouse Assistant 1 FTE Warehouse	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Unload, check and shelve received materials.</li> <li>○ Perform a variety of warehouse functions.</li> <li>○ Operate a forklift, delivery vehicle and hand tools.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Filling a vacancy</li> </ul> <p><b>3. Strategic Staffing Rationale</b></p> <ul style="list-style-type: none"> <li>○ This position is critical to provide continued level of support to both college campuses and District Services.</li> <li>○ This position would report to District Services at the Grossmont College warehouse site.</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. This position is currently included in the 2018-19 budget</li> <li>b. Key code and Object code: 1118601-2110.</li> <li>c. Fiscal Impact: <ul style="list-style-type: none"> <li>i. Salary amount: \$35,940 plus benefits (CL24/Step B)</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>

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Research and Planning Analyst</b></p> <p>Unit/Classification:  <b>CSEA/CL-44</b></p> <p>Position #: <b>TBD</b></p> <p>FTE: <b>1.0</b></p> <p>Department:  <b>District Research, Planning and Institutional Effectiveness (RPIE)</b></p> <p>Recommended by:  <b>Cuyamaca College Institutional Effectiveness, Success, and Equity</b></p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>○ Implement research projects ranging from design and methodology to reporting, including internal data queries</li> <li>○ Conduct qualitative and quantitative analysis and design surveys in support of the College's strategic priorities</li> <li>○ Prepare written reports and presentations of research findings to campus stakeholders</li> <li>○ Provide analytical and technical support for college-wide institutional effectiveness projects</li> <li>○ Assist in providing training and developing resources to support campus work groups and/or committees and supporting program review, outcome assessment, and accreditation efforts</li> </ul> </li>   <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>○ This is a new position to the college. Funded by unrestricted and restricted general fund</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale</b>            Since the inception of the College's Institutional Effectiveness, Success, and Equity Office, the number of research-related projects and breadth of campus inquiry needs has increased substantially. The College's gap analysis, conducted as part of its accreditation self-evaluation efforts revealed the need for additional evaluation research and evaluation capacity in order to engage in regular and systematic assessment of student learning, achievement, and institutional processes. Furthermore, the College has furthered its work to implement the guided student pathways framework, which requires expanded research and information capacity as well as support for practitioner inquiry. This position has been recognized as a high priority for the campus through the program review and staffing prioritization process and is being requested in order address the above campus needs.         </li>   <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. The position is included in the current budget.</li> <li>b. Key code and Object code: 1421013-2110/1475197-2110</li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount: \$61,380 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 <u>Partial</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> </li> </ol> </li> </ol>



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