

GROSSMONT-CUYAMCA COMMUNITY COLLEGE DISTRICT

STRATEGIC (EMERGENCY) HIRE REQUEST

8/31/18

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Science Laboratory Technician II (AOJ Department – Forensic Technology)</p> <p>Unit/Classification CSEA</p> <p>Position #32</p> <p>FTE 1.0</p> <p>Department: Administration of Justice</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Classroom Management; assist instructors with planning environment and proper handling and disposal of chemicals; supervise lab activities and support classroom health and safety; set up and clean up labs. ○ Handle biological waste, mix and handle hazardous chemicals; ensure all chemicals and supplies are stocked and unexpired; oversee proper disposal of hazardous chemicals. ○ Set up extremely expensive and technical equipment. Lab set-ups take 1-2 hours to set up and clean up. ○ Assist students with laboratory equipment (malfunctions, trouble shooting problems) freeing up instructors to provide curriculum instruction rather than handling equipment issues. ○ Additional assistance includes police and corrections academy scenario assistance, conduct high school outreach, career fairs, and forensics and AOJ Department demonstrations. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ There is an immediate need as our current forensic lab tech just resigned to work in law enforcement full-time. August 21, 2018 is her last day at Grossmont College. ○ This position fills a critical need to ensure student safety, proper curriculum delivery, and FTES growth. <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> <ul style="list-style-type: none"> ○ <u>Critical threshold of educational or support services</u> This position is a critical need for forensic lab support services. Instructors will not be able to oversee proper student handling of hazardous chemicals and biohazards, and expensive equipment, and faculty will be unable to set up extensive labs, thus diminishing instructional quality. Our part-time instructors work full-time at other crime labs and simply aren't available to set up extensive labs before class (they are "freeway flyers".)

- Essential supervision
- There is a health and safety priority for our forensic lab courses.
- Previously, the GC Program Review Committee and AOJ Forensic Advisory Committee recommended a permanent forensic lab technician and the Spring, 2016 Classified Staffing Committee ranked this position #1 because of the health and safety risks to our Forensic Technology students doing lab work without a lab technician.

4. Budget Impact – Identify the Following:

- a. This position is included in the current budget.
- b. Key code and Object code: 1372296 -2210
- c. Fiscal Impact:
 - i. Salary amount: Range 28 – Step B \$45,528
 - ii. Does Include benefits @ 49%
- 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 number

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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title CDC Aide</p> <p>Unit/Classification 12</p> <p>Position# CL 00445</p> <p>FTE .90</p> <p>Department CDC</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> o Classroom management: support CDC Assistant Sr. in planning environment and supporting curriculum implementation. Engage children for learning during individual and small group instruction. o Support classroom for constant supervision, completion of ratios and daily routine care. o Support CDC Assistant Sr. with child observations and documentation required for all child assessments, child level outcomes, and school readiness goals. <p>2. Current status of position?</p> <ul style="list-style-type: none"> o Vacant. Position was vacated in January 2018 <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"> a. Legal mandates: As per Title V regulations, Section 18290 student teacher ratios must be maintained to be in compliance. b. Early Head Start classrooms must maintain a ratio of 1 adult for every 4 children. c. Health and safety priorities: The health of the children must be continuously observed. Children must be inspected daily for illness. Health and Human Services Title 22 101226.2 & 101226.3. d. Essential supervision: This position is critical to the daily operations of the CDC lab and the childcare and education services that are provided to the children who attend the center. A high quality teaching staff provides examples of best practices in early care and education for the children; modeling instructional program for Child Development college students. <p>4. Budget Impact - Identify the Following:</p> <ul style="list-style-type: none"> a. This position is included in the budget b. Restricted (State General Child Care) c. Key code: 1371591 and 1372194 and Object: 2210 & 2110 d. Fiscal Impact: <ul style="list-style-type: none"> i. Salary: \$19,860.00 ii. Includes benefits e. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> No impact - replacement (vacant one year or less) <input checked="" type="checkbox"/> No impact - funded by Restricted Funds (State General Childcare & Head Start Grant)

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title CDC Technician</p> <p>Unit/Classification 31</p> <p>Position# IA-00136</p> <p>FTE 1.0</p> <p>Department CDC</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> o Enrollment and Funding: perform all functions necessary for the enrollment and awarding of CE funding for childcare services. o Prepare and maintain various records and reports including: Enrollment, child and student records, grants/CACFP Food Program follow up, equipment and supply inventory and repair, assist in supply purchasing. o Support CDC Coordinator with the organization, storage and maintenance of all documentation required for grant fulfillment. Implement established emergency procedures and safety protocol in accordance with Title V & Title 22. o Supervise groups of children when needed during routines, transitions, and preschool experiences. <p>2. Current status of position?</p> <p>o Vacant. Position was vacated in June 2018</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"> a. Legal mandates: As per Title V regulations, Section 18080 & 18081: Contractors shall establish and maintain completed data file for each family receiving childcare services. Family data file shall contain completed and signed documents as applicable to determine eligibility in accordance with Education Code 8263(a)(1) & (a)(2). b. Children must be visually supervised at all times (even in restroom and while napping). Health and Human Services Title 22 regulation 101229. c. Health and safety priorities: The health of the children and center must be continuously observed. Children must be inspected daily for illness. Health and Human Services Title 22 101226.2 & 101226.3 <p>4. Budget Impact - Identify the Following:</p> <ul style="list-style-type: none"> a. This position is included in the budget. b. Restricted (State General Child Care) c. Key code 1371591 and 1372194; Object code: d. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount \$38,313.00 ii. Includes benefits e. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact - replacement (vacant one year or less) <input checked="" type="checkbox"/> No impact - funded by Restricted Funds (State General Childcare & Head Start Grant)

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Child Development Center Assistant, Senior</p> <p>Unit/Classification CSEA/CL-24</p> <p>Position #: Z-00006329</p> <p>FTE: 1.00 12 months</p> <p>Department: Child Development Center</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ CDC Assistant Senior will be the lead teacher in the classrooms with the support of the Child Development Training Specialist and CDC Coordinator. ○ Provide care and education for classrooms of children, 2 years old through preschool age, and interact with the children in a developmentally appropriate manner. ○ Maintain open communication with parents. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ This position replaces the CDC Training Specialist (IA-00110) which was to replace Judy Fernandez who retired. IA-00110 will not be filled. <p>3. Strategic Staffing Rationale</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> <ol style="list-style-type: none"> a. The position is included in the current budget b. Keycode/Object: 1424894-2210 c. Fiscal Impact: <ol style="list-style-type: none"> i. Annual salary amount: \$35,940 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 checked="" type="checkbox"/> No impact – funded by <u>CDC</u> 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 type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: General Maintenance Worker</p> <p>Unit/Classification CSEA/CL-30</p> <p>Position #: CL-00071</p> <p>FTE: 1.00 12 months</p> <p>Department: College Maintenance</p>	<p>1. What will the position do? Perform journey man-level design, construction, maintenance and repair in one or more of the building or construction maintenance trades including plumbing, carpentry, locksmithing, painting, and concrete; perform semi-skilled to skilled maintenance duties in trade areas outside of area of specialty. Design, install, maintain, repair and perform preventive maintenance to plumbing fixtures, water lines and waste disposal systems; cut, thread and replace water pipes; install and maintain restroom facilities, drinking fountains, water heaters and new water.</p> <p>2. Current status of position?</p> <ul style="list-style-type: none"> o Filling a vacancy (replacement for Terry Carrol retiring 10/1/2018) <p>3. Strategic Staffing Rationale This position provides a critical threshold of services and meets health and safety needs.</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. Keycode/Object: 1427701-2110 c. Fiscal Impact: <ul style="list-style-type: none"> i. Annual salary amount: \$42,912 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

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Science Lab Technician II- Chemistry</p> <p>Unit/Classification: CSEA/CL-32</p> <p>Position #: IA-00131</p> <p>FTE: 0.475 10 months</p> <p>Department: Science and Engineering/ Chemistry</p>	<ul style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> • Chemistry Lab Tech • Lab set up and tear down • Maintenance of equipment • Ordering of materials 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy (Replacement for Niall-Conor Garcia – Resigned 8/31/2018) 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ul style="list-style-type: none"> • Health and safety priorities – This position is necessary for lab maintenance, appropriate storage of chemicals and equipment, recording use of and ordering supplies for Chemistry instruction. • Critical threshold of educational or support services – This position supports the Chemistry department educational program by setting up labs for classes, ensuring that all supplies are available and appropriately stored, and that all safety measures are followed. 4. Budget Impact – Identify the Following: <ul style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code: 1455601-2217 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount: \$18,022 plus PT 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 type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: STUDENT SERVICES SPECIALIST</p> <p>Unit/Classification: CSEA/CL-28</p> <p>Position # CL-00006</p> <p>FTE: 1.0</p> <p>Department: DSPS</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> • Provide services to students in the DSPS office. • Organize and coordinate office activities in assigned area to assure timely and efficient office operations. • Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required. • Greet office visitors and answer telephones; screen and refer calls, schedule appointments and meetings or take messages as appropriate. • Answer questions and provide specialized information and assistance to students, instructors and others in assigned area of student services. • Communicate with other district departments and personnel, local high schools, community organizations and other outside organizations and agencies to exchange information and coordinate activities. • Type a variety of materials such as reports, correspondence, memoranda, forms and other materials. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy (Replacement for Valeri Peterson – Resigned 7/31/2018) <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ol style="list-style-type: none"> a. Legal mandates b. Critical threshold of educational or support services <p>DSPS serves the 1500+ students in the program which is roughly 16% of the colleges' total population. The DSPS Student Services Specialist position is a critical position in DSPS. This key position works directly with students, staff and faculty and serves as a key role in the daily operation of the office. It is vital to fill this position in order for DSPS students to receive services in a timely manner.</p> <p>4. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code: 1435091-2110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: \$40,452 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 checked="" type="checkbox"/> No impact – funded by <u>DSPS</u> 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

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

8/27/18

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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Student Services Assistant, SR.</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00154</p> <p>FTE 1.0</p> <p>Department General Counseling</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> o Student Services Assistant Senior, under the direction of an assigned supervisor, will provide vital support to our General Counseling and Transfer Services team by increasing students' ability to access services within these areas. Specifically this person will assist in addressing student access to appointments with counselors, orientations, probation, financial aid and academic division related workshops for new and continuing students. Identifying the multifaceted needs of students seeking academic, personal, and career counseling, and making appropriate referrals as needed. <p>2. Current status of position?</p> <ul style="list-style-type: none"> o Filling a vacancy- Marie Eden resigned effective 6/27/2018 <p>3. Strategic Staffing Rationale The immediate refill of this position is a critical threshold in meeting the growing support services demands of students specifically within General Counseling and Transfer Services. With the dramatic increase of accountability measured coupled with the expectations that more students be served in a comprehensive manner within General Counseling and Transfer Services, it is essential that this position be immediately refilled.</p> <p>4. Budget Impact – Identify the Following: This position is included in the current budget</p> <ul style="list-style-type: none"> a. Key code and Object code: 1333005-2110 b. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount: \$37,140- \$46,440 + 49% benefits c. 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