

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

10/19/2018

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><u>Position Title</u> Computer Helpdesk and Web Support Specialist</p> <p><u>Unit/Classification</u> CSEA</p> <p><u>Position #</u> CL00582</p> <p><u>FTE</u> 1.0</p> <p><u>Department</u> LTR</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> <input type="checkbox"/> Provide first level technical support to faculty & students <input type="checkbox"/> Troubleshoot problems & advise on appropriate action <input type="checkbox"/> Provide exemplary customer service by utilizing task documented software & performing quality assurance checks on unresolved work requests <input type="checkbox"/> Technical liaison between faculty & students <input type="checkbox"/> Troubleshoot faculty & student network accounts 2. Current status of position? <ul style="list-style-type: none"> <input type="checkbox"/> <u>Filling a vacancy</u> <input type="checkbox"/> Filling a restructured vacancy with a new job title <input type="checkbox"/> Requesting a new position 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ol style="list-style-type: none"> a. Legal mandates b. Accreditation requirements c. Health and safety priorities d. Critical threshold of educational or support services – This position is critical in the sense that it provides 1st level technical support to faculty and students which is essential for the help-desk call center. Without this position, daily operations of the help-desk will be hindered when the supervisor is out in the field providing hardware & technical support or out on meetings. e. Essential supervision 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget: <u>Yes. It is a permanent, full time, classified role.</u> b. Key code and Object code: <u>1329009-2110</u> c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary 32-B \$45,528, 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 checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Grounds Maintenance Worker</p> <p>CL-24</p> <p>CL-00337 #</p> <p>1</p> <p>Grounds Department</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Trash pickup, blowing, trimming, moving, string trimming, general grounds maintenance ○ Irrigation repair ○ Pull weeds, trim trees, concrete work, digging, raking, manual labor. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy ○ Employee retiring and need to fill the position <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. The position is critical to maintaining a safe campus for students, faculty, and staff. With all the new construction and landscaping coming to Grossmont College it is crucial that we fill this position as soon as possible. It is also important to keep our grounds standards high so that we are offering a beautiful campus to the college community and the public that visit. The grounds are the “first impression” to the college and can make an impact when choosing a college to attend.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget = Yes b. Key code and Object code 1327701 - 2110 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary CL-24 \$35,940, plus benefits 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 type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Executive Assistant IV</p> <p>Position # CO-00032</p> <p>Salary Grade: J FTE: 1.0</p> <p>Chancellor & Governing Board Office</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Assist the Chancellor with administrative detail in implementing Board policy, statutory requirements, and other duties associated with the role of Chancellor as CEO of the District. ○ Support the Chancellor in coordination of meeting schedules and preparation of correspondence, reports and other materials. ○ Support the Governing Board in preparation of meeting agendas, minutes and official notices of meetings in compliance with legal requirements and timely distribution of materials. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Employee retiring and need to fill the position <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. The position is critical to the management and oversight of the monthly cycle of Chancellor and Governing Board meetings; overseeing compliance with legal notice requirements; and development and maintenance of Board policies and administrative procedures; coordination of additional roles in support of the Chancellor serving on public and community boards, connections and activities.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget = Yes b. Key code and Object code 1111001-2160 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary CONF-J \$74,521, 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