

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

November 5, 2018

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Admissions & Records Assistant (25) CL 00184 FTE: 1 Admissions & Records	<ul style="list-style-type: none"> • What will the position do? Provide a wide variety of specialized and complex clerical duties related with Admissions & Records. This position also processes official transcript requests and prepares electronic files, paper transcripts, and mail transcripts as requested by students and other educational institutions in a timely manner and according to established guidelines and procedures. • Current status of position? Filling a vacancy • Strategic Staffing Rationale Maintain a critical threshold of educational or support services – This position is essential to processing official transcript requests and for preparing electronic files, paper transcripts and mail transcripts as requested for students in a timely manner and according to established guidelines and procedures This position is already allotted and budgeted with General funds and will increase student access, progress, success, and retention per the State mandated Student Success Initiative as it assists with the initial access point; the application, and the progress and success point; transcripts. This position addresses both, strategic and institutional priorities by providing access to a diverse community college student population which is not only an institutional goal but also a component of the College’s mission. • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ Included in current budget ○ Unrestricted ○ 1332001-2110 ○ Fiscal Impact: <ul style="list-style-type: none"> - \$32,520, plus benefits ○ RAF impact – No impact

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Account Clerk- CalWORKs</p> <p>Unit/Classification CSEA/CL-26</p> <p>Position # TBD</p> <p>FTE 1.00</p> <p>Department CalWORKs</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> • Learn and understand allowable program budget expenditures. • Learn and understand GCCCD purchasing and accounting procedures. • Use of Workday to enter and follow-up of purchasing requests as well as specific budget line item expenditures. • Assist with SSARCC budget entries required by State Chancellor's Office. Assist with budget compliance for campus, district, and state purposes. • Maintain staff and work study timesheet files, data entry, and log of hours worked (counselors, student hourly workers, work study employees). Maintain and reconcile main budget spreadsheet and data entry regularly. <p>2. Current status of position?</p> <ul style="list-style-type: none"> • New position funded by CalWORKs funds <p>3. Strategic Staffing Rationale</p> <ul style="list-style-type: none"> • Critical threshold of educational or support services <p>This position would support strategic plan priority of organizational health as it relates to the CalWORKs Program as well as student validation and engagement as it relates to the direct services/supports to students. CalWORKs is responsible for seven budget codes or SmartKeys The Account Clerk Position would assist with the many aspects of managing various program budget requirements (state/college/district), SAARCC entries, check requests, purchase orders, reconciliation, and tracking work study students' hours and pay, etc. This is a fulltime position similar to Grossmont CalWORKs. CalWORKs serves between 500 and 800 students annually with a current budget of almost \$1 million.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> • The position is included in the current budget <ul style="list-style-type: none"> • Key code and Object code: <u>1464396-2110</u> • Fiscal Impact: <ul style="list-style-type: none"> • Salary amount: \$38,124 plus benefits • 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 <u>CalWORKs</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**

11/5/18

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Research and Planning Analyst</p> <p>Unit/Classification: CSEA/CL-44</p> <p>Position #: CL-00635</p> <p>FTE: 1.0</p> <p>Department: District Research, Planning and Institutional Effectiveness (RPIE)</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> • Assist in the design, implementation, analysis, and report preparation and dissemination of findings related to statistical, demographic and empirical studies. • Qualitative and quantitative analysis and design surveys that support the College's strategic priorities • Analytical and technical support for college-wide institutional effectiveness projects • Maintain data integrity and provide support for state and federal reporting requirements • Help to coordinate the strategic planning process that integrates program review, unit planning, divisional planning and college-wide planning which establish annual and long range goals • Assist in collecting and maintaining data and/or reports to support program review, student outcomes, accreditation, and onboarding. 2. Current status of position? To fill vacancy due to resignation (effective 11/1/2018) 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): This position is essential to the operations of the District Research, Planning & Institutional Effectiveness department to maintain a critical threshold of educational and support services. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. This position is included in the current budget b. Key code and Object code: 1372391 (75%) & 1114001 (25%) c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$64,908 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