

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

12/3/2018

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Financial Aid Assistant</p> <p>Unit/Classification Range 25</p> <p>Position # CL-00422</p> <p>FTE 1</p> <p>Department Financial Aid 1331090-2110</p>	<p>1. What will the position do? This position performs specialized clerical duties and provides technical assistance in support of financial aid programs and services.</p> <ul style="list-style-type: none"> o Work closely with students to provide assistance with completion of forms and applications; requirements and restrictions; review completed forms for accuracy and completeness and process application o Verify supporting documentation o Operate and trouble shoot scanner hardware and software o Answer incoming calls; explain departmental policies, procedures and functions o Read, interpret and apply knowledge regarding regulations, policies and procedures related to student financial aid programs. <p>2. Current status of position?</p> <ul style="list-style-type: none"> o Filling a vacancy due to an external promotion . <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. Critical threshold of educational or support services – providing services to our most needy students</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Specify whether the position is included or not included in the current budget. Yes, the position is currently in the budget</p> <p>b. Key code and Object code 1331090-2110</p> <p>c. Fiscal Impact: Salary Range 25</p> <ul style="list-style-type: none"> i. Salary amount Step A \$35,004 – Step B \$37,020 ii. Includes benefits <p>d. RAF impact (check one):</p> <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>BFAP</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**

12/3/18

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Instructional Media Services Technician, Senior</p> <p>Unit/Classification: CSEA/CL-30</p> <p>Position #: New Position</p> <p>FTE: 1.0</p> <p>Department: Instructional Media Services (IMS)</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Maintain and repair a variety of instructional services equipment and machines including projectors, document cameras, television monitors, cameras, and other audio-visual (AV) equipment. ○ Install and operate instructional services (AV) equipment ○ Provide technical AV support for classrooms and events. 2. Current status of position? <ul style="list-style-type: none"> ○ This is a new critical position that is created to replace Photographer/IMS Technician position due to retirement in December 2018. 3. Strategic Staffing Rationale Critical threshold of educational or support services. The amount of classroom AV equipment and number of events we support continues to increase at the college. In addition to supporting our existing instructional technology, new buildings and remodeling projects require additional IMS 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. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. The position is included in the current budget. b. Key code and Object code: 1442001-2110 c. Fiscal Impact: <ol style="list-style-type: none"> i. 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 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 checked="" type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number