

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

**1/24/18**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Operations Assistant</b></p> <p>Unit/Classification:  <b>CL 28</b></p> <p>Position #:  <b>CL-00096</b></p> <p>FTE:  <b>1.0</b></p> <p>Department:  <b>CAPS</b></p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>○ Under the direction of Public Safety Director, performs a variety of responsible clerical duties, in support of the Director and department.</li> <li>○ Duties include, maintaining records, inventory control, revenue control, money collection, and review of first level parking citations.</li> <li>○ Liaison coordination between CAPS and vendors to ensure future applications are working properly.</li> </ul> </li> <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy</li> </ul> </li> <li><b>3. Strategic Staffing Rationale</b>            Critical threshold of educational or support services. This key service position was recently vacated by a promotion.</li> <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. Budget Impact: Position is included in the budget</li> <li>b. SmartKey and Object code: 1119091/1119400-2110</li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount \$35,940</li> <li>ii. 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 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> </ol> </li> </ol>