

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/5/2018

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Custodian</p> <p>Unit/Classification: CL-20</p> <p>Position # CL-00173</p> <p>FTE: - 1.0</p> <p>Department: Cuyamaca Facilities Operations</p>	<p>1. What will the position do? Under the direction of the Custodial Supervisor, maintain an assigned group of classrooms, offices and related facilities in a clean and orderly manner. Incumbents provide work direction and guidance to other custodial operations personnel and participate in operations and custodial duties, or work independently at an assigned location.</p> <p>2. Current status of position? Filling a vacancy (replacement for Lila Vejar – promoted to Sr. Custodian)</p> <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. Health and safety priorities: Health and safety priorities - Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p> <p>b. Critical threshold of educational or support services</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included in the current budget</p> <p>b. Key code and Object code 1427601-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount \$31,932 plus benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/7/2018

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Counseling and Assessment Center Supervisor</p> <p>Unit/Classification: S-I</p> <p>Position # SU-00050</p> <p>FTE: 1.0</p> <p>Department: Counseling Services</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ This position provides essential supervision to the counseling and assessment services area, managing and leading a team of classified and student hourly personnel while providing necessary support to the operations of the department. 2. Current status of position? <ul style="list-style-type: none"> ✓ Filling a vacancy – Replace Courtney Williams 3. Strategic Staffing Rationale: <ol style="list-style-type: none"> a. Legal mandates: Implementation of AB 705 – Counseling and Assessment Services Supervisor will support AB 705 implementation and MIS reporting b. Critical threshold of educational or support services: Establish and implement office procedures to coordinate these departments. Develop correspondence and maintain communication including email, website and marketing, including memos, letters, flyers and mailers, update and maintain program and websites. c. Essential supervision: Supervise and evaluate the performance of assigned staff to assure timely and efficient operation of assigned areas. Establish and implement office procedures to coordinate these departments. Develop correspondence and maintain communication including email, website and marketing, including memos, letters, flyers and mailers, update and maintain program and websites. 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: 1433001 - 2120 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$65,687 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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2/5/2018

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Director, District/Campus Facilities, Operations & Maintenance</p> <p>Unit/Classification Administrators Association M-10</p> <p>Position # MG-00067</p> <p>FTE 1.0</p> <p>Department Facilities</p>	<p>1. What will the position do? This position provides the day to day operational supervision and oversight for all campus Grounds, Maintenance, Operations and Custodial Departments. The Facility Director also assists in the planning, design, coordination, construction of campus construction and renovation projects.</p> <p>2. Current status of position? Vacancy due to promotion</p> <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. Legal mandates – This position ensures he college remains compliant and submits the proper reports and logs for all Federal, State, and local code requirements.</p> <p>b. Health and safety priorities – The positions ensures the safety and usability of all facilities that serve students and staff.</p> <p>c. Critical threshold of educational or support services – This position ensures all classrooms and facilities campus wide are safe, clean and operation for student use.</p> <p>d. Essential supervision - day to day operational supervision and oversight for all campus Grounds, Maintenance, Operations and Custodial Departments.</p> <p>4. Budget Impact – Identify the Following: Specify whether the position is included or not included in the current budget:</p> <p>a. Key code and Object code:1327603-2140</p> <p>b. Fiscal Impact:</p> <p>i. Salary amount \$106,426</p> <p>ii. Plus benefits</p> <p>c. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by <u>General Funds</u></p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/5/2018

Date

Site	Position	Justification
GC	SU-00004 General Counseling Center Supervisor 1.0 FTE General Counseling	<ul style="list-style-type: none"> • What will the position do? This position is responsible for the coordination, organization, and supervision of the General Counseling Center. The supervisor oversees day-to-day office activities; supervises front desk operations; supervises, trains, and evaluates the performance of assigned staff; and monitors expenditures. In addition to coordinating direct services to students, the supervisor also assists counselors with schedules and appointments. • Current status of position? Position is vacant due to resignation. • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ This position is critical in coordinating support services related to the General Counseling department and the supervision of front desk operations to ensure efficiencies with counselor appointments, student educational plans, walk-in scheduling and forms management and distribution. ○ This position provides essential supervision to classified staff in the key areas of Counseling, Transfer Center, and International Student Counseling • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is currently funded in the 2017-2018 budget ○ The position will utilize unrestricted funding ○ Keycode and Object: 1333005 ○ Fiscal Impact - \$58,759 plus benefits ○ SU/B ○ RAF impact - no impact

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title General Counselor</p> <p>Unit/Classification AFT</p> <p>Position # CN-00009</p> <p>FTE-1.0</p> <p>Department Counseling</p>	<ul style="list-style-type: none"> • What will the position do? • This position request is to fill the a vacancy left by a retiree on December 15, 2017. • Provide necessary and mandatory service provision to support students with education planning, course selection, identifying their major, facilitating workshops and other counseling services designed to support students' retention, engagement, and persistence. • Currently our Counseling faculty to student ratio is approximately 1:1700- well above the State Academic Senate's recommendation of 1:400- this ratio compromises the ability of Counselors to meet the performance based mandates that they are required to address in order to serve students well and maintain funding. This ratio will balloon to much higher numbers in the absence of an immediate replacement, further hindering the department's ability to serve students effectively. • Current status of position? • Filling a Vacancy as a result of a Retirement • Strategic Staffing Rationale • The immediate refill of this position is a critical threshold in meeting the support services demands of students at Grossmont. With the dramatic increase of accountability measures coupled with the expectations that more students be served in a comprehensive manner within Counseling Services, it is essential that this position be immediately refilled. • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ The position is included in the current budget ○ Salary amount : \$71,000 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>SSSP</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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2/5/2018

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title General Counselor</p> <p>Unit/Classification AFT/Faculty</p> <p>Position # CN-000077</p> <p>FTE: 1.0</p> <p>Department General Counseling</p>	<ol style="list-style-type: none"> 1. What will the position do? 2. This position request is to fill the vacancy due to resignation on December 23, 2017. 3. Provide necessary and mandatory service provision to support students with education planning, course selection, identifying their major, facilitating workshops and other counseling services designed to support students' retention, engagement, and persistence. 4. Currently our Counseling faculty to student ratio is approximately 1:1700- well above the State Academic Senate's recommendation of 1:400- this ratio compromises the ability of Counselors to meet the performance based mandates that they are required to address in order to serve students well and maintain funding. This ratio will balloon to much higher numbers in the absence of an immediate replacement, further hindering the department's ability to serve students effectively. 5. Current status of position? 6. Filling a vacancy left by a Counselor who is resigning her position. 7. Strategic Staffing Rationale 8. The immediate refill of this position is a critical threshold in meeting the support services demands of students at Grossmont. With the dramatic increase of accountability measures coupled with the expectations that more students be served in a comprehensive manner within Counseling Services, it is essential that this position be immediately refilled. 9. 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 <ol style="list-style-type: none"> i. \$71,000 plus benefits c. 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>SSSP</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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2/5/2018

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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 Financial Aid Assistant</p> <p>Unit/Classification Range 25</p> <p>Position # CL-00423</p> <p>FTE 1</p> <p>Department Financial Aid 1331001-2110</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 internal promotion (Kirstyn Wagner moved up to FA Assistant, Sr.) <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 and providing necessary support for quicker processing time.</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: 1331001-2110</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 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

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

02/08/18

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Business Services Specialist</p> <p>Unit/Classification: Administrative Services</p> <p>Position #: CL-000323</p> <p>FTE: 1.0</p> <p>Department: Business Communications Services</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ The Business Services Specialist performs a variety of business service functions including operating the campus wide switchboard; process campus facility requests and weekly facility reports; assist with faculty/staff travel arrangements; assist new faculty/staff with keys, phones, parking permits and access cards; assist students with questions and receiving homework; and other related business office services. ○ Assist with mail processing, distributing incoming and outgoing USPS mail. ○ Maintain the campus wide phone directory and handle phone issues. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Backfill position while current Business Services Specialist is filling an interim Administrative Assistant position at Cuyamaca College. <p>3. Strategic Staffing Rationale</p> <p>This position is a critical threshold of support services. It will reduce service time to faculty, staff and students if not filled. The Business Communications Services Office has been greatly reduced over the years, going from five full time employees down to three. Without this position we will not have the staffing needed to provide the various business in a timely manner which will have an effect in the way faculty and staff can manage their work day. If this position is not filled it may affect the hours of operations and services provided.</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 – There is no fiscal impact. This request is a backfill for current position funded in the current year unrestricted general budget. b. Key code and Object code: 1328001-2114 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount CL 26 Step A, \$36,048 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

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Director, Enterprise Systems z-00005773 1 FTE Information Technology	<p>1. What will the position do? Manages the application programming and system management group which implements, configures, optimizes, supports, and provides system management and programming for the major Enterprise Resource Planning (ERP) systems including: student/instructional, degree audit/student educational planning, financial aid, finance, human resources/payroll and related systems. The Director will work with the assigned manager and the appropriate advisory committees of the District and the colleges to develop goals and plans for technology. System management includes testing of new releases, adjustments to business processes, system configuration, user security, resource monitoring, system integrations and reporting. System programming includes institutional research, state (MIS, PERS, STRS, 320) and federal reporting as well as developing specialized and custom programs. The Director also will be responsible for end user training on a wide variety of systems.</p> <p>2. Current status of position? New position.</p> <p>3. Strategic Staffing Rationale This position is necessary for maintaining a critical threshold of technical and management services for the District administrative systems.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. This position is not currently funded in the 2017-2018 budget</p> <p>b. Keycode and Object: 1113501-2140</p> <p>c. Fiscal Impact: M-11 (B) - \$118,377 plus benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input checked="" type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position</p>

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Manager, Technology Programs (Student Information Systems) New 1 FTE Information Technology	<p>1. What will the position do? This position will manage and support the District's student information systems for performance, software upgrades, integrations, and modifications. This position will manage modifications and fixes to Colleague, monitor the 320 reporting, assist with MIS reporting, and work with college staff to implement new coding and fields (among many other duties)</p> <p>2. Current status of position? New position.</p> <p>3. Strategic Staffing Rationale This position is necessary for maintaining a critical threshold of services for the District student information systems. Currently, these functions are being performed by an IT consulting firm.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. This position is not currently funded in the 2017-2018 budget</p> <p>b. Keycode and Object: 1113501-2140</p> <p>c. Fiscal Impact: M-07 (B) - \$90,474 plus benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input checked="" type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position</p>

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Manager, Technology Programs (Systems) New 1 FTE Information Technology	<p>1. What will the position do? This position will manage and support computer systems for performance, software upgrades, integrations, and backups. This position will also implement necessary security measures identified in the Department's Information Technology Security Plan.</p> <p>2. Current status of position? New position.</p> <p>3. Strategic Staffing Rationale This position is necessary for maintaining a critical threshold of technical services and security for the District administrative systems. Currently, these functions are being performed by the Director of Computer Services and the Senior Director of Information Systems, creating numerous inefficiencies.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. This position is not currently funded in the 2017-2018 budget</p> <p>b. Keycode and Object: 1113501-2140</p> <p>c. Fiscal Impact: M-07 (B) - \$90,474 plus benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input checked="" type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position</p>

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2/5/2018

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Network Specialist II CL-00005102 1 FTE Information Technology	<ol style="list-style-type: none"> 1. What will the position do? Provides technical support in the design, installation, and maintenance of computer/communications networks and devices, network topology, computer hardware and software in local and wide area networks, including Internet/Intranet, throughout the District. 2. Current status of position? Filling a vacant, unfunded position. 3. Strategic Staffing Rationale This position is necessary for maintaining a critical threshold of technical services for the District network infrastructure, including wireless and telephone support. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. This position is not currently funded in the 2017-2018 budget b. Keycode and Object: 1113501-2110 c. Fiscal Impact: CL-41 (B) - \$59,400 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

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Computer Helpdesk Specialist New 2 FTE Information Technology	<p>1. What will the position do? This position will provide first-level technology support to District personnel as well as assist IT Department staff on basic technology duties.</p> <p>2. Current status of position? New position.</p> <p>3. Strategic Staffing Rationale This position is necessary for maintaining and improving a critical threshold of technology support services for the District. Currently, these functions are being performed by the Network Specialist I positions. By hiring these two new positions, the IT Department will be better able to utilize the Network Specialist I positions to improve computer and network services support. In addition, the Network Specialist I positions can provide backup helpdesk services, thereby expanding the Department's support coverage to staff and faculty.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. This position is not currently funded in the 2017-2018 budget</p> <p>b. Keycode and Object: 1113501-2110</p> <p>c. Fiscal Impact: CL-29 (B) - \$41,664 plus benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input checked="" type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position</p>