

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

6/11/2018

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Director Campus Facilities, Operations and Maintenance</p> <p>Unit/Classification AA/M-8</p> <p>Position # MG-00083</p> <p>FTE: 1.0</p> <p>Department: Facilities</p>	<ol style="list-style-type: none"> 1. What Will Position Do? This position provides the day to day operational supervision and oversight for all campus Grounds, Maintenance, Operations and Custodial Departments. Assists in planning, design, coordination, and construction of campus construction and renovation projects. 2. Current status of position? <ol style="list-style-type: none"> a. Vacancy due to retirement (Bruce Farnham) 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 – This position ensures the college remains compliant and submits the proper reports and logs for all Federal, State, and local code requirements. b. Health and Safety priorities – This position ensures the safety and usability of all facilities that serve students, faculty, and staff. c. Critical threshold of educational or support services – This position ensures all campuswide classrooms and facilities are safe, clean, and operation for student use. d. Essential supervision – day to day operational supervision and oversight for all campus Grounds, Maintenance, Operations and Custodial departments. 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: 1427005-2140 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$96,763 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

<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Financial Aid Advisor</p> <p>Unit/Classification CL-35</p> <p>Position # CL-00235</p> <p>FTE: 1.0</p> <p>Department Financial Aid</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Review financial aid files and perform needs analysis in order to determine eligibility for financial aid awards. ○ Meet with students to advise them a variety of financial aid matters such as file status, clarification of FAFSA information reported, special circumstances, SAP, and money management. ○ Review financial aid petitions and make recommendations on appeal decisions. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy – Current Advisor’s last day is 5/16/2018. <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p><u>Legal mandates & Critical threshold of educational or support services</u> This Advisor position is the main position that reviews and clears file to determine eligibility and to award students. The Advisor adheres to all the federal, state, and college regulations when conducting their duties to make sure the department is in compliance. Maintaining the number of Advisors is critical to providing the services students need to receive their aid determination in a timely manner.</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: Position is included in the current budget. b. Key code and Object code: 1431001-2110 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount: \$49,752 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
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Sr. Custodian</p> <p>Unit/Classification: CL-23</p> <p>Position # CL-00076</p>	<p>1. What will the position do? Under the direction of an assigned supervisor, maintain campus classrooms, offices and related facilities and areas in a clean and sanitary condition; provide work direction and guidance to custodial personnel as assigned. Incumbents provide work direction and guidance to other custodial operations personnel and participate in custodial duties, or work independently at an assigned location.</p> <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy (Robert Weisgerber)

	<p>FTE – 1.0</p> <p>Department Facilities/Operations</p>	<p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> ○ Health and safety priorities- Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations. ○ This position is necessary for maintaining a critical threshold of educational and support services <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position is included the current budget b. Key code and Object code: 1427601-2110 c. Fiscal Impact: <ul style="list-style-type: none"> ▪ Annual Salary amount - \$34,896 ▪ 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