

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**6/11/2018**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title  <b>Computer Lab Technician III</b></p> <p>Unit/Classification  <b>Classified Contract Employee</b></p> <p>Position #  <b>CL-00347</b></p> <p>FTE: <b>1.0</b></p> <p>Department  <b>CSIS</b></p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> <ul style="list-style-type: none"> <li>○ We need to plan to REPLACE a retiring member.</li> </ul> </li> <li>• <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ We have an employee who has filed for retirement in August, 2018.</li> <li>○ We need to hire early enough to not have any slack time between the existing person and the replacement.</li> </ul> </li> <li>• <b>Strategic Staffing Rationale</b>            Please address at least one of the following items when answering the questions below (provide specific details):           <ul style="list-style-type: none"> <li>○ Critical threshold of educational or support services               <ul style="list-style-type: none"> <li>- We need this position filled, as this person oversees all five of the CSIS Computer classrooms. This position is in charge of or assists in so many areas, including:                   <ul style="list-style-type: none"> <li>- Hiring and Scheduling of all the CSIS tutors</li> <li>- De-bugging classroom hardware and software issues</li> <li>- Helping to schedule multiple requests for classroom activities across campus</li> <li>- Ordering and receiving and installing all new supplies, such as paper, software and hardware</li> <li>- Assisting with opening the labs, meeting any new faculty to instruct on classroom usage</li> <li>- Training the new tutors as well as any new adjunct faculty</li> <li>- Arranging for classroom cleaning and maintenance</li> <li>- Consulting upon requests for new software and hardware requests</li> <li>- working with the Department budgets</li> <li>- and ON and ON. Literally, our CSIS classes will not operate without this position. There are none of the faculty who would be able to cover for this position. We would need to have an IS staff member allocated to our department if this position is not filled.</li> </ul> </li> </ul> </li> <li>○ Essential supervision of the labs and the tutors, and when any activity is scheduled in these five classrooms.</li> </ul> </li> <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ Specify whether the position is included or not included in the current budget – <i>Position is included in the current budget.</i>  <b>This position is currently in the current budget.</b></li> <li>○ Key code and Object code 1370401 - 2110</li> <li>○ Fiscal Impact:</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>i. Salary amount \$63,118.00</li> <li>ii. Includes benefits, or not</li> <li>o 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> </ul>
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title Custodian</p> <p>Unit/Classification CL-20 Step A</p> <p>Position # CL-00459</p> <p>FTE 1.0</p> <p>Department: Custodial Services</p>	<p><b>1. What will the position do?</b> Under the direction of an assigned supervisor, maintain campus classrooms, offices, and related assigned facilities in a clean and sanitary condition.</p> <p><b>2. Current status of position?</b> Filling a vacancy due to employee transferring to Cuyamaca College</p> <p><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):</p> <p><b>Health and safety priorities</b> - Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations <b>Critical threshold</b> of educational or support services</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. Specify whether the position is included or not included in the current budget</li> <li>b. Key code and Object code - 1327602-2110</li> <li>c. Fiscal Impact: <ul style="list-style-type: none"> <li>1. Salary amount \$30,192</li> <li>2. Includes benefits \$14,794</li> </ul> </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> </ul>
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title: Counselor</p> <p>Faculty</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>o This position request will be to refill the current vacancy left by a retiree on June 8, 2018.</li> <li>o 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 student’s retention, engagement, and persistence.</li> </ul>

	<p>Position #: CN-00032</p> <p>FTE: 1.0</p> <p>Department: General Counseling</p>	<ul style="list-style-type: none"> <li>○ Currently our counseling faculty to student ratio is already approximately 1:1700 a ratio that is so great that it compromises faculty ability to meet the growing needs of the students we serve- this ratio will balloon to much higher numbers in the absence of an immediate replacement, further hindering the department's ability to serve all students effectively.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Filling a vacancy</li> </ul> <p><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. 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 refilled immediately</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. This position is included in the current budget</p> <p>b. Key code and Object code</p> <p>c. Fiscal Impact:</p> <ol style="list-style-type: none"> <li>1. Salary amount: \$71,000 plus benefits</li> <li>2. Includes benefits, or not</li> </ol> <p>d. RAF impact (check one):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input checked="" type="checkbox"/> No impact – funded by <u>SSSP</u> 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>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> GC</li> <li><input type="checkbox"/> CC</li> <li><input type="checkbox"/> DS</li> </ul>	<p><b>Please include:</b></p> <p>General Counselor</p> <p>Faculty</p> <p>Position # CN-00016</p> <p>1.0 FTE</p> <p>Counseling</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ This position request will be to refill the vacancy to be left by a faculty who was promoted to the Articulation Officer position on April, 2018</li> <li>○ 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.</li> <li>○ Currently our Counseling faculty to student ratio is already approximately 1:1700- a ratio that is so great that it compromises the ability of faculty to meet the growing needs of the students we serve. 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.</li> </ul> <p>● <b>Current status of position?</b> Filling a vacancy</p> <p>● <b>Strategic Staffing Rationale</b></p>

		<p>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.</p> <ul style="list-style-type: none"> <li>• <b>Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. This position is included in the current budget.</li> <li>b. 1333005-1430</li> <li>c. Fiscal Impact-plus benefits</li> <li>d. RAF impact (check one): <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input checked="" type="checkbox"/> No impact – funded by <u>SSSP</u> 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> </ul>
<p><b>Grossmont College</b></p>	<p>Admissions &amp; Records Assistant (25)</p> <p>CL 00184</p> <p>FTE: 1</p> <p>Admissions &amp; Records</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> Provide a wide variety of specialized and complex clerical duties related with Admissions &amp; 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.</li> <li>• <b>Current status of position?</b> Filling a vacancy - (This position is vacant due to promotion of former holder of position (Tyler Dranguet to Veteran’s Specialist)</li> <li>• <b>Strategic Staffing Rationale</b> 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</li> </ul> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ Included in current budget</li> <li>○ Unrestricted</li> <li>○ 1332001-2110</li> <li>○ Fiscal Impact: <ul style="list-style-type: none"> <li>- 32,520</li> <li>- Includes benefits</li> </ul> </li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ RAF impact – No impact</li> </ul>
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title Test Proctor</p> <p>Unit/Classification 27</p> <p>Position # 1.0</p> <p>FTE 1.0</p> <p>Department A.R.C</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> Under the direction of an assigned supervisor, perform a variety of specialized duties in an assigned area of student services; administration of academic exams for students with disabilities; prepare schedules for academic exams and ensure prompt scheduling; security and integrity of overall testing process to prevent compromise; assist students with related computer technology for testing; provide specialized information to faculty regarding the accommodations/test proctoring process; perform specialized clerical duties and coordinate and oversee office activities of assigned function or office; train and provide work direction to others as assigned.</li> <li>• <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ <u>Filling a vacancy – Yvonne Mather retired 7/7/17</u></li> <li>○ Filling a restructured vacancy with a new job title - Yes</li> <li>○ Requesting a new position - No</li> </ul> </li> <li>• <b>Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):           <ul style="list-style-type: none"> <li>○ <u>Legal mandates</u> <u>A.R.C./DSPS is mandated by legislation (Title V) to provide accommodations in a timely manner to students with disabilities.</u></li> <li>○ Accreditation requirements</li> <li>○ Health and safety priorities</li> <li>○ <u>Critical threshold of educational or support services</u> <u>A.R.C./DSPS is a critical support service within the institution to ensure state compliance of ADA, section 504 of the Rehabilitation Act.</u></li> <li>○ Essential supervision</li> </ul> </li> <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ Specify whether the position is included or not included in the current budget</li> <li>○ <u>Key code and Object code – 1335091-5210 (Restricted)</u></li> <li>○ Fiscal Impact:               <ul style="list-style-type: none"> <li>i. <u>Salary amount - \$40,452.00</u></li> <li>ii. <u>Includes benefits, or not – Yes. Benefits @ 49% = \$60,274.00</u></li> </ul> </li> <li>○ RAF impact (check one):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> <u>No impact – replacement (vacant one year or less)</u></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> </ul> </li> </ul>
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p><u>Position Title</u></p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> <ul style="list-style-type: none"> <li>○ Organize, coordinate, and improve quality of services and oversee student workers and tutors in the general tutoring center in the</li> </ul> </li> </ul>

<p>Tutoring Center Specialist</p> <p><u>Unit/Classification</u> CSEA</p> <p><u>Position #</u> CL-00676</p> <p><u>FTE</u> 0.475 FTE</p> <p><u>Department</u> LTR</p>	<p>afternoon/evening shift. Gathers data, prepares reports, monitors budget, ensures payroll is completed in a timely and accurate manner. Trains and provides professional development as needed. Assists LTR supervisor in implementing new processes, tools, and upgrading practices.</p> <ul style="list-style-type: none"> <li>• <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ <b><u>Filling a vacancy</u></b></li> </ul> </li> <li>• <b>Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details): <ul style="list-style-type: none"> <li>○ Legal mandates: supervision of student workers is required at all times</li> <li>○ Accreditation requirements: academic support must be provided to all students and this position is key in ensuring non-traditional, evening or online students have access to tutoring.</li> <li>○ Critical threshold of educational or support services: Research has shown that tutoring is one of the key services that increases retention, particularly of students who are disproportionately impacted and of languages other than English. This position oversees general tutoring which means students can get help in most of the disciplines taught on campus and across all programs. The impact of this service is therefore as broad as it can get. Research has also shown that students who work on campus are significantly more likely to remain in class and graduate in shorter time. This position is also key in training, mentoring, and supporting our students who want to work. They acquire an invaluable experience and skills that will carry through for the rest of their lives.</li> <li>○ Essential supervision: supervision of student workers is required at all time</li> </ul> </li> <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ Specify whether the position is included or not included in the current budget. Included in the budget</li> <li>○ Key code and Object code: <b><u>1372391-2117</u></b></li> <li>○ Fiscal Impact: <b><u>Level 28</u></b> <ul style="list-style-type: none"> <li>○ Salary amount <b><u>\$2141/mo; +4% Differential</u></b> <ul style="list-style-type: none"> <li>i.</li> <li>ii. Includes benefits, <b><u>Yes at 27% (included in salary above.)</u></b></li> </ul> </li> </ul> </li> <li>○ RAF impact (check one): <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input 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> </ul> </li> </ul>	
<p><input checked="" type="checkbox"/> GC <input type="checkbox"/> CC</p>	<p><b>Please include:</b></p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b></li> </ul>

<input type="checkbox"/> DS	<p>Position Title Vice President of Academic Affairs</p> <p>Unit/Classification Confidential Management</p> <p>Position # MG-00039</p> <p>FTE 1.0</p> <p>Department Academic Affairs</p>	<ul style="list-style-type: none"> <li>○ This position services as the chief instructional officer of the college and is responsible for the administrative oversight of all instructional programs, workforce training, instructional technology, tutorial services, library, and learning resources.</li> <li>● <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy</li> </ul> </li> <li>● <b>Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details): <ul style="list-style-type: none"> <li>○ This position is necessary for maintaining critical threshold of educational and support services. In addition with compliance (Education Code, Title 5) and accreditation.</li> </ul> </li> <li>● <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ Specify whether the position is included or not included in the current budget – This position is included in the current budget.</li> <li>○ Key code and Object code 1324001 1250</li> <li>○ Fiscal Impact: <ul style="list-style-type: none"> <li>i. Salary amount MF12/Step B \$131,065</li> <li>ii. Includes benefits</li> </ul> </li> <li>○ 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> </ul> </li> </ul>
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Vice President of Administrative Services</p> <p>Confidential Management</p> <p>MG-00049</p> <p>1.0</p> <p>Administrative Services</p>	<ul style="list-style-type: none"> <li>● <b>What will the position do?</b> <ul style="list-style-type: none"> <li>○ This position services as the chief business official of the college for all campus business services, including budget development and control, and the preparation and maintenance of required records and reports. In concert with department managers and/or supervisors, coordinate the college fiscal/administrative operations and facilities.</li> </ul> </li> <li>● <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy</li> </ul> </li> <li>● <b>Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details): <ul style="list-style-type: none"> <li>○ Critical threshold of educational or support services</li> <li>○ Essential supervision</li> </ul> </li> <li>● <b>Budget Impact – Identify the Following:</b></li> </ul>

		<ul style="list-style-type: none"><li>○ This position is included in the current budget</li><li>○ Key code and Object code: 1327501-1250</li><li>○ Fiscal Impact:<ul style="list-style-type: none"><li>i. Salary amount: \$131,065, MF/12/B</li><li>ii. Plus benefits</li></ul></li><li>○ 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></ul>
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