

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**7/16/2018**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title  <b>Athletic Eligibility Advisor</b></p> <p>Unit/Classification  <b>CSEA/CL-33</b></p> <p>Position #  <b>New Position</b></p> <p>FTE  <b>.50</b>  <b>11 months</b></p> <p>Department  <b>Athletic</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Provide information and assist the student athletes in compliance with the California Commission on Athletics (COA), the National Collegiate Athletic Association (NCAA) Division I and II and other four-year institution rules and regulations. Investigate, determine and certify the eligibility status of prospective, new, transfer, and red shirt student athletes as assigned; research and respond to inquiries; examine transcripts and tracer reports in support of functions required to adhere to rules and regulations of COA and NCAA.</li> <li>○ Coordinate with Counseling Office and Evaluations in evaluating college transcripts and their impact on a student athlete's athletic eligibility and educational plan.</li> <li>○ Work with individual coaches in providing academic eligibility updates by monitoring student enrollment, providing academic progress reports on athletes and answering COA and NCAA eligibility questions.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ New position - restructure within existing funds. Defunding CL-000610 Office Assistant I position.</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> <ul style="list-style-type: none"> <li>a. Legal mandates</li> <li>b. Health and safety priorities</li> <li>c. Critical threshold of educational or support services</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position will be included in 2018/2019 budget. Funds will be redirected to fund the position from ongoing dedicated funds.</li> <li>b. Key code and Object code <b>1436507-2110</b></li> <li>c. Fiscal Impact:               <ul style="list-style-type: none"> <li>i. Salary amount <b>\$21,494 plus benefits</b></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 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 checked="" 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 type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title  <b>Athletic Facilities Technician</b></p> <p>Unit/Classification  <b>CSEA/CL-21</b></p> <p>Position #  <b>CL-00310</b></p> <p>FTE  <b>1.00</b>  <b>12 months</b></p> <p>Department  <b>Athletic</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Sweep, scrub, clean, mop, dust, use treated mop (gym), wash down areas assigned, both inside and outside facilities. Maintain and repair physical education and athletic equipment. Set-up and take down equipment for athletic events and physical education classes. Sets and manages schedules of this activity based on consultation with instructors and coaches and on special needs of class. Pick-up and deliver supplies or equipment as needed.</li> <li>○ Attend and set-up athletic events as needed according to NCAA regulations.</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> <ul style="list-style-type: none"> <li>a. Health and safety priorities</li> <li>b. Critical threshold of educational process</li> <li>c. Provides specialized support services</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position will be included in 2018/2019 budget. Partial dedicated funds will be redirected to fund position.</li> <li>b. Key code and Object code <b>1436507-2110</b></li> <li>c. Fiscal Impact: <ul style="list-style-type: none"> <li>i. Salary amount <b>\$32,892 plus benefits</b></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 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 checked="" type="checkbox"/> No impact – restructure within existing funds - Partial</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ul>
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Position Title:  <b>Computer Lab Technician I</b></p> <p>Unit/Classification:  <b>CL/29</b></p> <p>Position #:  <b>CL-00304</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Provide basic campus-wide technical assistance to faculty and students, including network and email accounts, technical desktop support for hardware and software, classroom technology, various computer software applications and operating systems.</li> <li>○ Maintain records, logs and files and generate reports related to; helpdesk ticketing system, student ID's, and repairs.</li> <li>○ Respond to questions from students regarding procedures associated with the operation of the instructional computer network and applications that reside on it.</li> </ul>

	<p>FTE: <b>1.0</b> <b>10 months</b></p> <p>Department: <b>Learning &amp; Technology Resources – Instructional Computing Services</b></p>	<ul style="list-style-type: none"> <li>○ Familiarize students with area of assignment assisting them in a step-by-step manner to facilitate the learning process.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Filling a vacancy. Katherine Meek retired July 2018.</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> <ul style="list-style-type: none"> <li>a. Critical threshold of educational or support services – this position would replace a lab technician I who will retire July 12, 2018. Without this position, we will not be able to offer evening hours in the Tech Mall for students or helpdesk technical support for faculty and students.</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. Position is included in the current budget.</li> <li>b. Key code and Object code: 1441003-2110</li> <li>c. Fiscal Impact: <ul style="list-style-type: none"> <li>i. Salary amount: 34,720 plus benefits</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>
<ul style="list-style-type: none"> <li><input type="checkbox"/> GC</li> <li><input checked="" type="checkbox"/> CC</li> <li><input type="checkbox"/> DS</li> </ul>	<p><b>Please include:</b></p> <p>Position Title <b>Specialty Lab Technician IV</b></p> <p>Unit/Classification <b>CL/37</b></p> <p>Position # <b>New</b></p> <p>FTE <b>1.0</b></p> <p>Department <b>Automotive</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Under the direction of an assigned supervisor, perform a variety of technical and specialized duties related to the preparation, operation and maintenance of a well-equipped "State of the Art" automotive technology training laboratory and related areas; operate and demonstrate the use of specialized equipment, tools and materials used in automotive service and repair.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Filling a restructured vacancy with a new job title – combining the FTE from positions IA-00076 (.475 FTE) and IA-00077 (.25 FTE) and increasing to a full-time position. The additional cost will be funded by Strong Workforce funds. IA-00076 &amp; IA-00077 are funded in the current budget.</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>

a. This position is critical for support to the Automotive department.

**4. Budget Impact – Identify the Following:**

a. The position will be fully funded in the 2018-2019 budget

b. .725 will be funded by Strong Workforce and .275 will be funded by UGF.

c. Key code and Object code:

▪ .725 FTE 1475391-2210 (Strong Workforce)

▪ .275 FTE 1460601-2210 (Automotive UGF)

d. Fiscal Impact:

i. Salary amount: \$52,776 plus benefits

e. RAF impact (check one):

Include in RAF calculation

No impact – replacement (vacant one year or less)

No impact – funded by \_\_\_\_\_ Restricted Funds

No impact – funded by \_\_\_\_\_

No impact – restructure within existing funds

No impact – reallocation of faculty FTE resulting in new position number