

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

**9/17/18**

Date

| Site   | Position  | Justification  |
|--|---|--|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | <p><b>Please include:</b></p> <p>Master Class Scheduler</p> <p>Classified Contract</p> <p>CL-00127</p> <p>1.0 FTE</p> <p>Instructional Operations</p> | <ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>o Enter 2500 course sections annually for appearance in WebAdvisor</li> <li>o Determine and implement hard block prerequisites and corequisites</li> <li>o Calculate attendance accounting for every section per Title 5</li> <li>o Calculate census dates for positive attendance and OEOE sections</li> <li>o Process facility requests for room reservations outside of schedule</li> </ul> </li> <br/> <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>o Filling a vacancy; resignation as of 6 September 2018</li> </ul> </li> <br/> <li><b>3. Strategic Staffing Rationale</b> <ul style="list-style-type: none"> <li>d. Critical threshold of educational or support services</li> </ul> <p>The position is responsible for all attendance accountability by calculating minutes for each section as required in Title 5 as well as ensuring that each section is identified by the correct census definition (positive attendance, daily census, weekly census and online hybrid courses) based on the days and hours requested by department chairs/coordinators for the 36 individual departments/disciplines. All course deletions, modifications, and additions approved by the Curriculum Committee and the Governing Board are built in Colleague and revised as necessary by the Master Scheduler and must match the catalog. The class schedule is critical to all educational and support services campus-wide as well as a guidance tool for students as they plan their educational goals.</p> </li> <br/> <li><b>4. Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>a. Position is included in current budget</li> <li>b. 1324001-2110</li> <li>c. Fiscal Impact:               <ul style="list-style-type: none"> <li>i. \$42,912 plus benefits (CL30/Step 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 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> </ol> |