

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

**1/7/2019**

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: Assistive Technology— Alternate Media Specialist</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00375</p> <p>FTE 1.0</p> <p>Department A.R.C.</p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> Under the direction and leadership of an assigned supervisor, assists in the implementation of assistive technology throughout the campus; serves as a liaison between faculty, administration, campus computing facilities, and Accessibility Resource Center (ARC); and provides technical assistance and support to faculty and staff in regard to the use of alternate media and assistive computer technology to meet campus accessibility needs; increase accessibility for media, technology, and related programs surrounding materials and enhancing learning.</li> <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>o <u>Filling a vacancy:</u></li> </ul> </li> <li><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):             <ol style="list-style-type: none"> <li>a. Legal mandates <u>A.R.C. is mandated by legislation (Title V) to provide accommodations in a timely manner to students with disabilities.</u></li> <li>b. Accreditation requirements</li> <li>c. Health and safety priorities</li> <li>d. <u>Critical threshold of educational or support services</u> <u>A.R.C. is a critical support service within the institution to ensure state compliance of Title V, ADA, and sections 504 and 508 of the Rehabilitation Act.</u></li> <li>e. Essential supervision</li> </ol> </li> <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. Specify whether the position is included or not included in the current budget</li> <li>b. <u>Key code and Object code – 1335091-2110 (Restricted)</u></li> <li>c. Fiscal Impact:                 <ol style="list-style-type: none"> <li>i. <u>Salary amount - \$70,920</u></li> <li>ii. <u>Includes benefits, or not – Yes. Benefits @ 49% = \$105,670</u></li> </ol> </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"/> <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> </ol> </li> </ol>

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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Position Title <b>Director of Instructional Technology</b>  Unit/Classification <b>Administrators' Association ML-08</b>  Position # <b>New</b>  FTE <b>1.0</b>  Department <b>Division of Learning and Technology Resources</b>	<p><b>1. What will the position do?</b>            Direct, manage, supervise, coordinate, and evaluate the activities of Instructional Computing Services (ICS), instructional computer facilities, and Instructional Media Services (IMS). Guide the development of technology processes. Provide expert professional assistance based on emerging technology trends in the acquisition of hardware and software. Perform related duties as assigned.</p> <p><b>2. Current status of position?</b>  <input type="radio"/> New position</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>a. Critical threshold of educational or support services            b. Essential supervision of ICS and IMS</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Specify whether the position is included or not included in the current budget – Position is partially included in the budget as it was reclassified from the prior Supervisor for Instructional Technology position (an increase of about \$35,000 annually)</p> <p>b. Key code and Object code 1341001-1240</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount \$100,634, Step C / ML-08            ii. Includes benefits</p> <p>d. RAF impact (check one):</p> <p><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 checked="" type="checkbox"/> <b>Some impact – funded (partially) by <u>Supervisor for Instructional Technology position which will not be filled.</u></b>  <input type="checkbox"/> No impact – restructure within existing funds  <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Dean, Athletics,            Kinesiology &amp;            Health Education</b></p> <p>Unit/Classification  <b>AA/MG-10</b></p> <p>Position #            TBD</p> <p>FTE            1.0            12 months</p> <p>Department:  <b>Athletics,            Kinesiology &amp;            Health Education</b></p>	<p><b>1. What will the position do?</b>            This position will supervisor, plan, organize, administer, and direct the college's Athletic Program. Coordinate and manage intercollegiate athletic activities, related instructional programs and physical and financial resources. Supervise athletic activities to assure compliance with community college and related policies and procedures. Direct the development of program goals and objectives; assure compliance with local, state, federal and district guidelines. Direct, monitor and review budget preparation, requisition of supplies and equipment, travel arrangements and official assignments and fundraising activities including community outreach. Prepare, direct, and review home athletic contests and tournaments; supervise home contests; conduct various eligibility and staff meetings. Prepare various fiscal reports, program review, enrollment reports and other miscellaneous reports as required. Understand and apply California Community College Athletics Association (CCCAA) and National Collegiate Athletic Association (NCAA) rules, and Federal gender equity requirements. In addition, this position will oversee the Kinesiology and the Health Education departments. This position will assume responsibility for faculty evaluations, supervision of classified staff and oversight of instructional programs.</p> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>o This dean position was reclassified from an Associate Dean position in November, 2018. This SHR is in lieu of the Associate Dean of Athletic that was routed to DSP&amp;BC on 8/7/2017.</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: <b><i>this is a critical position for the foundational support of the athletic, Kinesiology &amp; Health Education departments.</i></b></li> <li>b. Essential supervision: <b><i>this position offers essential supervision of the department.</i></b></li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position is included in the current budget</li> <li>b. Key code and Object code – <b>1436501-1240</b></li> <li>c. Fiscal Impact:             <ul style="list-style-type: none"> <li>i. Annual Salary amount - \$115,068 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>

<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title  <b>Evaluations Advisor</b></p> <p>Unit/Classification  <b>CSEA/CL-38</b></p> <p>Position #  <b>CL-00651</b></p> <p>FTE  <b>1.0</b></p> <p>Department  <b>Admissions &amp; Records</b></p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>○ Evaluation of incoming transcripts</li> <li>○ Degree Audit management</li> <li>○ Processing of graduation applications and verification of graduation requirements</li> </ul> </li>   <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy (replacement for Laura Keller retiring 12/30/2018)</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale</b>  Please address at least one of the following items when answering the questions below (provide specific details): <ol style="list-style-type: none"> <li>a. Critical threshold of educational or support services – <b>Evaluations at Cuyamaca College functions with two full time Evaluations Advisors. Hire request to address vacancy due to employee retirement</b></li> </ol> </li>   <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. The position is included the current budget</li> <li>b. Key code and Object code – 1432001-2110</li> <li>c. Fiscal Impact: <ol style="list-style-type: none"> <li>i. Salary amount – <b>\$54,360 plus benefits</b></li> </ol> </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> </ol> </li> </ol>
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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title  <b>English Instructor</b></p> <p>Unit/Classification  <b>AFT/IN-10</b></p> <p>Position #  <b>IN-00174</b></p> <p>FTE: 1 FTE</p> <p>Department:  <b>English</b></p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>o Perform all duties of full-time instructional faculty in English.</li> <li>o Mentor and assist part-time faculty</li> <li>o Support and help implement the department's various initiatives including acceleration classes, guided pathways, and literature program.</li> </ul> </li>   <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>o This position is one of the six positions that will be hired using the Full-Time Faculty Hiring Funds from the State received in 2018-19 to increase the number of full time faculty at the community colleges.</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale</b>            This position is essential to maintain a critical threshold of educational services. The department has been on the leading edge in advancing initiatives the college has identified as critical priorities, for example, culturally responsive teaching, student engagement, and acceleration. In recent years, the department lost two senior faculty who played an important leadership role. Most of the full time English faculty have assumed significant leadership roles for the college. One is reassigned 100% to the Writing/Tutoring Center, and two are on 60% reassigned time leading institutional efforts to support the Institutional Self Evaluation Report. The other full time faculty are responsible for nurturing, mentoring, and evaluating 18 part time instructors, who taught 68% of the department's FTES in 2017-2018. The lack of full-time faculty spreads the department extremely thin and hampers its ability to implement programmatic innovations such as acceleration and guided pathways.         </li>   <li><b>4. 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. Key code and Object code: 1450801-1110</li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount: \$64,277 plus benefits</li> </ol> </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 checked="" type="checkbox"/> No impact – funded by <b><u>Full-Time Faculty Hiring Funds</u></b></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> </ol>

<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<b>Please include:</b>  Position Title <b>Engineering Instructor</b>  Unit/Classification <b>AFT/IN-10</b>  Position # <b>New Position</b>  FTE: 1 FTE  Department <b>Engineering</b>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform all duties of full-time instructional faculty in Engineering</li> <li><input type="checkbox"/> Mentor and assist part-time faculty</li> <li><input type="checkbox"/> Support and help implement the department's various initiatives</li> <li><input type="checkbox"/> Serve on Committees</li> </ul> </li>   <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> This position is one of the six positions that will be hired using the Full-Time Faculty Hiring Funds from the State received in 2018-19 to increase the number of full time faculty at the community colleges.</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale</b>  Please address at least one of the following items when answering the questions below (provide specific details):   Cuyamaca college Engineering sections almost always have waitlists. Students cannot get into the courses they need to move forward with their college goals. Fill rates for Engineering courses for the last four semesters are all above 100% and as high as 129%. WSCH/FTEF have been between 497 and 686 for the past two years. Without this position, all of the Engineering sections will be taught by part-time faculty and there will be no one to champion the program. </li>   <li><b>4. 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. Key code and Object code: 1455801-1110</li> <li>c. Fiscal Impact: <ol style="list-style-type: none"> <li>i. Salary amount: \$64, 277 plus benefits</li> </ol> </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 checked="" type="checkbox"/> No impact – funded by <b><u>Full-Time Faculty Hiring Funds</u></b></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> </ol>
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<b>Please include:</b>  Position Title <b>Psychology Instructor</b>  Unit/Classification <b>AFT/IN-10</b>  Position # <b>IN-00168</b>  FTE: 1 FTE	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform all duties of full-time instructional faculty in Psychology</li> <li><input type="checkbox"/> Mentor and assist part-time faculty</li> <li><input type="checkbox"/> Complete program review reports and SLO assessments</li> </ul> </li>   <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> This position is one of the six positions that will be hired using the Full-Time Faculty Hiring Funds from the State received in 2018-19 to increase the number of full time faculty at the community colleges.</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale</b>  Please address at least one of the following items when answering </li> </ol>

	<p>Department <b>History, Social &amp; Behavioral Sciences</b></p>	<p>the questions below (provide specific details):</p> <p>The position is essential to maintain a critical threshold of educational services for the Psychology program at Cuyamaca. A long time faculty member retired in 2009, and the vacancy has not been filled. Since then the program has seen significant growth, with 19 sections that are both productive and efficient - (80-100% fill rate) and 662 FTES/WSCH. The program needs an instructor who understands the study of cognition and human development within the framework of biological processes. Because of the increased demand for Developmental Psychology from nursing students and high school outreach programs, the online offerings have reached their max. Finding qualified instructors to teach this course has been challenging, and this has pulled the one full time instructor from his area expertise to cover the void. Psychology degree programs require specialization and dedicated faculty to mentor students in their areas of interest.</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: 1453601-1110</p> <p>c. Fiscal Impact:</p> <p>1. Salary amount: \$64, 277 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 checked="" type="checkbox"/> No impact – funded by <b><u>Full-Time Faculty Hiring Funds</u></b></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>
<p><input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS</p>	<p><b>Please include:</b></p> <p>Position Title <b>ESL Instructor</b></p> <p>Unit/Classification <b>AFT/IN-10</b></p> <p>Position # <b>New Position</b></p> <p>FTE: 1 FTE</p> <p>Department <b>ESL</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>o Perform all duties of full-time instructional faculty in English as a Second Language</li> <li>o Mentor and assist part-time faculty</li> <li>o Complete program review reports and SLO assessments</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>o This position is one of the six positions that will be hired using the Full-Time Faculty Hiring Funds from the State received in 2018-19 to increase the number of full time faculty at the community colleges.</li> </ul> <p><b>3. Strategic Staffing Rationale</b></p> <p>The position is essential to maintain a critical threshold of educational services for the English as a Second Language program at Cuyamaca College. The department is implementing a full acceleration model to improve student success rates and address equity gaps in student achievement. This has required the full attention of the 3 full time faculty to train the 29 part time faculty who teach 87% of the courses. The acceleration model has attracted state and national attention, and</p>

		<p>other colleges wish to emulate our efforts. However, full implementation requires the attention and dedication of another full time instructor.</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: 1463802-1110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount: \$64, 277 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 checked="" type="checkbox"/> No impact – funded by <b><u>Full-Time Faculty Hiring Funds</u></b></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>
<p><input type="checkbox"/> GC</p> <p><input checked="" type="checkbox"/> CC</p> <p><input type="checkbox"/> DS</p>	<p><b>Please include:</b></p> <p>Position Title <b>Biology Instructor</b></p> <p>Unit/Classification <b>AFT/IN-10</b></p> <p>Position # <b>New Position</b></p> <p>FTE: 1 FTE</p> <p>Department <b>Biology</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>o Perform all duties of full-time instructional faculty in Biology</li> <li>o Mentor and assist part-time faculty</li> <li>o Support and help implement the department’s various initiatives including HIS STEM Grant work</li> <li>o Serve on Committees</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>o This position is one of the six positions that will be hired using the Full-Time Faculty Hiring Funds from the State received in 2018-19 to increase the number of full time faculty at the community colleges.</li> </ul> <p><b>3. Strategic Staffing Rationale</b></p> <p>Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>All of the lower level Biology courses are taught by part-time faculty which leaves the students without the support of regular faculty who are on campus and in office hours to assist them. The Anatomy courses are always filled within the first days of registration and waitlists are never resolved. It is difficult to find part-time faculty to cover the overwhelming need of the department. There is a new lab classroom opening soon which will give us the opportunity to offer more Biology sections if we had faculty to staff them. There is a huge potential for growth and development in the Allied Health industry and Cuyamaca could become well known in this area. There are huge waitlists for all existing courses every semester. The full time faculty members also hold group tutoring/supplemental instruction sessions, are involved in grants and mentoring students in the STEM grant cohort.</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: 1455401-1110</p>



		<p>c. Fiscal Impact:</p> <p>ii. Salary amount: \$64, 277 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 checked="" type="checkbox"/> No impact – funded by <b><u>Full-Time Faculty Hiring Funds</u></b></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>
<p><input type="checkbox"/>GC</p> <p><input checked="" type="checkbox"/>CC</p> <p><input type="checkbox"/>DS</p>	<p><b>Please include:</b></p> <p>Position Title <b>Math Instructor</b></p> <p>Unit/Classification <b>AFT/IN-10</b></p> <p>Position # <b>IN-00124</b></p> <p>FTE: 1 FTE</p> <p>Department <b>Mathematics</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>o Perform all duties of full-time instructional faculty in Math</li> <li>o Mentor and assist part-time faculty</li> <li>o Support and help implement the department’s various initiatives</li> <li>o Serve in departmental representational roles and on committees</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>o This position is one of the six positions that will be hired using the Full-Time Faculty Hiring Funds from the State received in 2018-19 to increase the number of full time faculty at the community colleges.</li> </ul> <p><b>3. Strategic Staffing Rationale:</b></p> <p>Five years ago the Math department had nine full time faculty and currently there are only eight full time faculty, in spite of recent hiring there was also a retirement. Math often generates the largest WSCH on campus and one of the most proficient with high fill rates. The department is in the second year of implementing the Math Pathways program which rapidly emerged as a statewide model for the future of math education. The ability to be innovative and responsive to changing student needs and learning styles is seriously threatened by an overly taxed full time faculty contingent. Given the critical basic skills aspect of mathematics, it is particularly important that we have the highest quality (most effective) teachers in the classroom as possible as gaps effect many other programs in the college. More than 70% of math load is consistently taught by part-time faculty. Because of the training and experience our part-time faculty receive at Cuyamaca they are in demand and frequently hired by other colleges in the area. Performance in almost all discipline courses depends on a solid math foundation.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. This position is included in the current budget</li> <li>b. Key code and Object code: 1456001-1110</li> <li>c. Fiscal Impact: <ul style="list-style-type: none"> <li>iii. Salary amount: \$64, 277 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 type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> </ul> </li> </ul>

		<input checked="" type="checkbox"/> No impact – funded by <b><u>Full-Time Faculty Hiring Funds</u></b> <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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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p><b>Please include:</b></p> Position Title <b>Payroll Technician</b> Unit/Classification <b>CSEA</b> Position # <b>CL-00442</b> FTE <b>1.0</b> Department <b>Payroll</b>	<p><b>1. What will the position do?</b></p> <p>This position is a replacement for a vacancy. It will continue to support the monthly processing of payroll. Duties include Workday input, audit of payroll, analyze error reports, review and calculate time off.</p> <p><b>2. Current status of position?</b></p> <p>Filling a vacancy</p> <p><b>3. Strategic Staffing Rationale</b></p> <p>This position is integral for support services.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Specify whether the position is included or not included in the current budget - <b>Included</b></p> <p>b. Key code and Object code – <b>1117101-2110</b></p> <p>c. Fiscal Impact:</p> <p>i. Salary amount <b>Grade 34, Step B \$50,220 (2019 schedule)</b></p> <p>ii. <b>Includes benefits</b></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>

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**1/7/19**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Campus and Parking Services Specialist</b></p> <p>Unit/Classification:  <b>CL 30</b></p> <p>Position #:  <b>CL-00601</b></p> <p>FTE:  <b>1.0</b></p> <p>Department:  <b>CAPS</b></p>	<p><b>1. What will the position do?</b>            The position will provide vehicle and foot patrol of campus. They shall respond to calls for service such as traffic control, unlocking rooms, minor automobile assistance, safety escorts to faculty, staff and students. In addition, the CAPS specialist shall issue parking citations, observe and report acts of vandalism, thefts and unusual behavior and intrusions to buildings, property and adjacent areas to district police or local law enforcement.</p> <p><b>2. Current status of position?</b>            Filling a vacancy which is currently filled by an out of class worker.</p> <p><b>3. Strategic Staffing Rationale</b>            Critical threshold of educational or support services. This key service position was recently vacated by another employee.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Budget Impact: Position is included in the budget</p> <p>b. SmartKey and Object code: 1119091/1119400-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount \$40,584</p> <p>ii. 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>