

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**04/8/2019**

Date

| Site   | Position   | Justification   |
|--|--|---|
| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | <p><b>Please include:</b></p> <p>Position Title<br/> <b>Admissions &amp; Records Assistant, Senior</b></p> <p>Unit/Classification<br/> <b>CL-27</b></p> <p>Position #<br/> <b>CL-00170</b></p> <p>FTE<br/> <b>1.0</b></p> <p>Department<br/> <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>○ Transcript evaluation for advanced standing</li> <li>○ Processing and imaging of A&amp;R forms</li> <li>○ Enrollment Verifications</li> </ul> </li> <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy – <b>As a result of employee promotion</b></li> </ul> </li> <li><b>3. Strategic Staffing Rationale</b><br/>           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>The Admissions &amp; Records Assistant, Senior provides key student services and support to the daily operations of the A&amp;R office.</b></li> <li>b. Essential supervision</li> </ol> </li> <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. Position is included in the current budget</li> <li>b. Key code and Object code: <b>1432001-2110</b></li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount: <b>\$40,836 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<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | <p><b>Please include:</b></p> <p><b>Position Title:</b><br/>Custodian</p> <p><b>Unit/Classification:</b><br/>CL-20</p> <p><b>Position #</b><br/>CL-00393</p> <p><b>FTE:</b> - 1.0</p> <p><b>Department:</b><br/>Cuyamaca Facilities<br/>Operations</p> | <p><b>1. What will the position do?</b><br/>Under the direction of the Custodial Supervisor, maintain an assigned group of classrooms, offices and related facilities in a clean and orderly manner. Incumbents provide work direction and guidance to other custodial operations personnel and participate in operations and custodial duties, or work independently at an assigned location.</p> <p><b>2. Current status of position?</b><br/>Filling a vacancy (replacement for Maximo Delos Santos – promoted to General Maintenance Worker)</p> <p><b>3. Strategic Staffing Rationale</b><br/>Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. Health and safety priorities: Health and safety priorities - Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p> <p>b. Critical threshold of educational or support services</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. The position is included in the current budget</p> <p>b. Key code and Object code <b>1427601-2110</b></p> <p>c. Fiscal Impact:</p> <p>i. Salary amount: <b>\$33,204 plus 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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| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | <p><b>Please include:</b></p> <p>Admissions &amp; Records Specialist - Residency</p> <p>CSEA</p> <p>Position # CL-00007</p> <p>FTE 1.0</p> <p>Admissions &amp; Records</p> | <ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>○ Investigate and determine the residency status of prospective students as assigned; serve as the primary specialist to determine the residency status of prospective students including high school students, minors, independent minors, active duty military personnel, veterans and dependents, immigrants or pending immigrants from our international student population; students living abroad or arriving from out of state; undocumented students living in the US; examine documents in support of claims of residency; respond in a timely manner in writing and via e-mail and phone regarding residency determination; review immigration documents;</li> </ul> </li> <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy due to retirement</li> </ul> </li> <li><b>3. Strategic Staffing Rationale</b> <ul style="list-style-type: none"> <li>○ This is an important position that ensures we are compliant with MIS reporting and we collect the correct apportionment for our students.</li> </ul> </li> <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. Specify whether the position is included in the current budget</li> <li>b. 1332001-2110</li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount \$44,772 (CL/32/A)</li> <li>ii. Includes 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 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<br><input type="checkbox"/> CC<br><input checked="" type="checkbox"/> DS | <p><b>Please include:</b></p> <p>Position Title:<br/> <b>Campus and Parking Services Safety Specialist</b></p> <p>Unit/Classification:<br/> <b>CL</b></p> <p>Position #:<br/> <b>CL-</b></p> <p>FTE:<br/> <b>1.0</b></p> <p>Department:<br/> <b>CAPS</b></p> | <p><b>1. What will the position do?</b><br/>           Under the direction of an assigned Manager, perform a variety of specialized duties; such as, assisting in activities to comply with CAL/OSHA and other federal, state, county regulations. Assist with the coordination and tracking of all certification and training requirement. Provide mitigation protection to district property; make reports of hazardous conditions while organizing Districtwide disaster response and crisis management. Conduct district wide training, as needed.</p> <p><b>2. Current status of position?</b><br/>           New position.</p> <p><b>3. Strategic Staffing Rationale</b><br/>           Critical threshold of educational or support services.</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 pending</p> <p>ii. Plus benefits</p> <p>d. RAF impact (check one):</p> <p><input checked="" 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 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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