

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

5/13/19

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Custodian</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00346</p> <p>FTE 1.0</p> <p>Department: Custodial Services</p>	<p>1. What will the position do? Under the direction of an assigned supervisor, maintain campus classrooms, offices, and related assigned facilities in a clean and sanitary condition.</p> <p>2. Current status of position? Filling a vacancy</p> <p>3. Strategic Staffing Rationale</p> <p>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>Critical threshold - of support services for an educational institution</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Specify whether the position is included or not included in the current budget</p> <p>b. Key code and Object code - 1327602-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount \$33,204, CL-20/Step B</p> <p>ii. Includes benefits \$16,269.96</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 <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Associate Dean of EOPS/CARE</p> <p>Unit/Classification Admin Association</p> <p>Position # MG-00012</p> <p>FTE 1.0</p> <p>Department: EOPS</p>	<p>1. What will the position do? This position will plan, organize, administer, supervise and evaluate the performance of academic and classified personnel, and direct the operations of Specially Funded Programs [(EOPS/CalWorks/CARE</p> <p>2. Current status of position? Filling a vacancy due to retirement</p> <p>3. Strategic Staffing Rationale</p> <ul style="list-style-type: none"> • Critical threshold - Essential for maintaining a critical threshold of support services for the specially funded programs. • Per EOPS/CARE guidelines position fulfills program director requirement <p>4. Budget Impact – Identify the Following:</p> <p>a. Position is included in the current budget</p> <p>b. Key code and Object code – 13355011240</p> <p>c. Fiscal Impact: Salary amount \$111,893 – MG9 Step B = \$111,893, includes benefits</p> <p>d. RAF impact (check one):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <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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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Financial Aid Assistant</p> <p>Unit/Classification Range 25</p> <p>Position # CL-00247</p> <p>FTE 1.0</p> <p>Department Financial Aid 1331090-2110</p>	<p>1. What will the position do? This position performs specialized clerical duties and provides technical assistance in support of financial aid programs and services.</p> <ul style="list-style-type: none"> o Work closely with students to provide assistance with completion of forms and applications; requirements and restrictions; review completed forms for accuracy and completeness and process application o Verify supporting documentation o Operate and trouble shoot scanner hardware and software o Answer incoming calls; explain departmental policies, procedures and functions o Read, interpret and apply knowledge regarding regulations, policies and procedures related to student financial aid programs. <p>2. Current status of position?</p> <ul style="list-style-type: none"> o Filling a vacancy due to an internal promotion. <p>3. Strategic Staffing Rationale 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 – providing services to our most needy students</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Specify whether the position is included or not included in the current budget. Yes, the position is currently in the budget</p> <p>b. Key code and Object code 1331090-2110</p> <p>c. Fiscal Impact: Salary Range 25</p> <ul style="list-style-type: none"> i. Salary amount Step A \$35,004 – Step B \$37,020 ii. Includes benefits <p>d. RAF impact (check one):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input checked="" type="checkbox"/> No impact – funded by <u>BFAP</u> Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

May 10, 2019

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Financial Aid Technician</p> <p>CSEA</p> <p>Position #: CL-00081</p> <p>1.0 FTE</p> <p>Financial Aid Department</p>	<p>1. What will the position do? This position performs specialized clerical duties and provides technical assistance in support of financial aid programs and services.</p> <ul style="list-style-type: none"> o Work closely with students to provide assistance with completion of forms and applications related to Cal Grant and other state financial aid programs; reconcile the Cal Grant program roster and other state financial aid programs to ensure program compliance and institutional integrity. o Coordinate with the California Student Aid Commission (CSAC) on a variety of state financial aid related issues. o Assist A&R with the bi-annual (March and September) submission of Cal Grant GPA and Enrollment data files. o Serve as the Financial Aid Liaison to the Las Colinas program. <p>2. Current status of position?</p> <ul style="list-style-type: none"> o Filling a vacancy due to internal promotion. <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>Legal Mandates & Critical threshold of educational support services – the Grossmont College Financial Aid office processes over 19,000 applications each year and awarded more than 36 million dollars in federal, state and institutional aid for 2017-2018. This position is crucial to maintaining critical support services offered directly to our neediest students and to also meet continued legal requirements for coordination and implementation of the Cal Grant and other state programs.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position and funding are currently included in this year’s budget. b. Key code and Object code: 1331091 BFAP Categorical Funding. c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount: \$43,320 at Step B plus \$21,227 in benefits for a total of \$64,547. d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input checked="" type="checkbox"/> No impact – funded by <u>BFAP</u> Restricted Funds <input type="checkbox"/> No impact – funded by _____ <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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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title CTE (Strong Workforce) Job Placement Specialist</p> <p>Unit/Classification CSEA</p> <p>Position # NEW</p> <p>FTE 1.0 Department</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Support achieving the Strong Workforce Program Outcomes ○ Create systems for Career Education Job Placement ○ Work with Career Faculty on Increase Job Placement Outcomes 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy ○ Filling a restructured vacancy with a new job title ○ <u>Requesting a new position</u> 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ol style="list-style-type: none"> a. Legal mandates b. Accreditation requirements c. Health and safety priorities d. <u>Critical threshold of educational or support services</u> e. Essential supervision 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget Not Included b. Key code and Object code c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: 70,000-85,000 (Needs to be placed) ii. Includes benefits, or not d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input checked="" type="checkbox"/> No impact – funded by <u>Strong Workforce</u> Restricted Funds <input type="checkbox"/> No impact – funded by _____ <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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5/13/19

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Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Position Title: Chancellor Unit/Classification: Chancellor Position #: M6-00032 FTE: 1 Department: District Services Chancellor's Department	<ol style="list-style-type: none"> 1. What will the position do? Lead the District and Governing Board in achievement of District goals and objectives. 2. Current status of position? The position will be open December 2019. 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): This Chancellor position is essential to the operations of the entire Grossmont-Cuyamaca Community College District. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. This position is included in the current budget b. Keycode and Object code: 1111001-1230 c. Fiscal Impact: no fiscal impact Salary amount: \$254,988 + benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

May 13, 2019

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Executive Assistant III</p> <p>Unit/Classification: Confidential Employee</p> <p>Position #: CO-00045</p> <p>FTE: 1</p> <p>Department: Vice Chancellor- Human Resources</p>	<p>1. What will the position do? Position provides a high level of complex and responsible administrative support duties for the Vice Chancellor-Human Resources, including:</p> <ul style="list-style-type: none"> • Organizing and managing the day-to-day activities of the Vice Chancellor Human Resources office to assure efficient and effective office operations; • Coordinates Vice Chancellor Human Resources communications via phone, e-mail and written correspondence; • Prepares agendas, notes for council or committee meetings chaired by the Vice Chancellor Human Resources ; • Maintains records and files, including materials of a confidential nature. <p>2. Current status of position? To fill a vacancy</p> <p>3. Strategic Staffing Rationale</p> <p>This position provides critical support to the Vice Chancellor’s office, and other District and College offices.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. This position is included in the current budget</p> <p>b. Key code and Object code: 1114501-2130</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount: \$62,352 + benefits</p> <p>d. RAF impact (check one):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: HR Director</p> <p>Unit/Classification:</p>	<p>2. What will the position do? Position provides a high level of complex and responsible labor relations duties under the direction of the Vice Chancellor-Human Resources and Associate Vice Chancellor Human Resources, including:</p> <ul style="list-style-type: none"> • Serve on negotiations team with select unions and/or meet and confer groups;

<p>Confidential Administrator</p> <p>Position #: MG-00149</p> <p>FTE: 1</p> <p>Department: Vice Chancellor- Human Resources</p>	<ul style="list-style-type: none"> • Responds to complaints and grievances, investigate discrimination and harassment complaints from employees, apply and explain laws, rules, regulations, policies, and practices. • Provide guidance on compliance with collective bargaining agreements and “meet and confer” handbooks. <p>5. Current status of position? To fill a vacancy</p> <p>6. Strategic Staffing Rationale</p> <p>This position provides labor relations support to the Vice Chancellor’s office, and other District and College offices.</p> <p>7. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> a. This position is included in the current budget b. Key code and Object code: 1114501-2150 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: \$119,172 + benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <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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