

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

6/10/2019

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Student Services Assistant</p> <p>Unit/Classification CSEA/CL-25</p> <p>Position # CL-00623</p> <p>FTE 1.00</p> <p>Department DSPS</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> • Provide technical assistance and information to students regarding records, registration, EOPS, career, interest, aptitude test or counseling services; refer students with professional needs to a counselor. • Explain college and counseling policies and procedures to students; schedule counseling appointments and maintain related records. • Make referrals and assist students in the use of the Center, library, job placement and financial aid offices and other resource facilities on and off campus. Obtain district and other college transcripts for counselors utilizing filing and data processing system. • Disseminate brochures and applications for college programs, articulation agreements, and college catalogs. • Compile and prepare statistical and other reports and records as assigned; prepare letters and other correspondence. • Train and provide work direction and guidance to student workers. <p>Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to promotion. <p>2. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ol style="list-style-type: none"> a. Legal mandates b. Critical threshold of educational or support services <p>DSPS serves the 1500+ students in the program which is roughly 16% of the colleges' total population. The DSPS Student Services Assistant position is a critical position in DSPS. This position works at the front desk of the department and is often the first contact for students seeking services, and scheduling or attending meetings with counselors and serves as a key role in the daily operation of the office. It is vital to fill this position in order for DSPS students to receive services in a timely manner.</p> <p>3. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code: 1435091-2110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: \$38,496 plus 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

June 5, 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-00605</p> <p>1.0 FTE</p> <p>Financial Aid Department</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> o This position performs specialized duties and provides technical support for financial aid programs and services such as Pell grant reconciliation, overpayments and Return of Title IV (R2T4) processing. They are the point person in coordinating with Common Origination & Disbursement (COD) and other agencies on a variety of federal processing, reporting and reconciliation issues. <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</p> <p>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 federal Pell Grant and Direct Loan 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 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 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

6/10/19

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Grounds & Maintenance Supervisor</p> <p>Admin Association</p> <p>SU-00049</p> <p>1.0 FTE</p> <p>Grounds & Maintenance Dept.</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> This position oversees both the Grounds and Maintenance Departments and is responsible for prioritizing and processing work orders, scheduling routine and preventive maintenance projects, and assists in resolving health and safety issues <p>2. Current status of position?</p> <ul style="list-style-type: none"> Filling a vacancy created by a resignation effective 7/11/19 <p>3. Strategic Staffing Rationale</p> <ul style="list-style-type: none"> Provides essential supervision and a critical level of support services to meet health and safety requirements <p>4. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> Position is included in the current adopted budget 1327901-2120 Fiscal Impact: <ol style="list-style-type: none"> \$68,315, SU/I/B Includes benefits 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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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><u>Position Title</u> Instructional Media Services Technician, Senior</p> <p><u>Unit/Classification</u> CSEA</p> <p><u>Position #</u> CL-00229</p> <p><u>FTE</u> 1.0 FTE</p> <p><u>Department</u> LTR</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Under the direction of an assigned supervisor, perform a variety of technical duties related to the distribution, operation, maintenance and repair of instructional media equipment including audio-visual media services, such as video and audio taping, editing and duplication. 2. Current status of position? <ul style="list-style-type: none"> ○ <u>Filling a vacancy</u> ○ Filling a restructured vacancy with a new job title ○ Requesting a new position 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: Standard III.C.4.: “that the institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations”. Instructional Media Services (IMS) supports the instructional technology needs for 157 classrooms. Without this position, IMS would be unable to support faculty’s effective use of technology as outlined in the standard. c. Health and safety priorities d. Critical threshold of educational or support services: This position will support the instructional media services needs for faculty who instruct the approximately 100 evening classes that are offered each Fall and Spring semester. Without this position, faculty would not have a classified professional to contact to assist with Smartcarts, projectors, and other instructional technology that are critical to support instruction. 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. <u>Yes it is</u> b. Key code and Object code: <u>1341005-2110</u> c. Fiscal Impact: <u>Level 30</u> <ol style="list-style-type: none"> d. Salary amount <u>\$3517/mo; +4% Differential</u> <ol style="list-style-type: none"> i. ii. Includes benefits, <u>Yes at 27%</u> e. 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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GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

June 10, 2019

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Library Technician III</p> <p>Unit/Classification CL32</p> <p>Position # CL-00147</p> <p>FTE 1.0</p> <p>Department LRC – GC College Library</p>	<p>1. What will the position do? Under the direction of the assigned supervisor, this position provides a variety of highly complex and specialized technical paraprofessional duties related to public service, circulation, systems, acquisitions, and cataloging resources in a community college library.</p> <p>In addition to technical duties, this position also coordinates operations of assigned areas; records, tabulates and compiles statistics; creates and maintains a variety of detailed statistical records and reports for assigned areas of responsibility; communicates with district personnel, students and other colleges and libraries, vendors and community members regarding library services, policies, events and resolves issues. This position requires extensive knowledge of library systems, policies, procedures and practices.</p> <p>2. Current status of position? Vacant</p> <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 – this position fully utilizes various library related resources, including the new Library Services Platform, to ensure that students have full access to essential learning tools.</p> <p>b. Essential supervision – this position recruits, interviews, trains, and supervises student hourly employees</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 1341003-2110</p> <p>c. Fiscal Impact: - \$44,772 - \$55,992 (32 at steps A-E)</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 type="checkbox"/> No impact – funded by _____</p> <p><input checked="" 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 Library Technician III</p> <p>Unit/Classification CL32</p> <p>Position # CL-00199</p> <p>FTE 1.0</p> <p>Department LRC – GC College Library</p>	<p>1. What will the position do? Under the direction of the assigned supervisor, this position provides a variety of highly complex and specialized technical paraprofessional duties related to public service, circulation, systems, acquisitions, and cataloging resources in a community college library.</p> <p>In addition to technical duties, this position also coordinates operations of assigned areas; records, tabulates and compiles statistics; creates and maintains a variety of detailed statistical records and reports for assigned areas of responsibility; communicates with district personnel, students and other colleges and libraries, vendors and community members regarding library services, policies, events and resolves issues. This position requires extensive knowledge of library systems, policies, procedures and practices.</p> <p>2. Current status of position? Vacant</p> <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 – this position fully utilizes various library related resources, including the new Library Services Platform, to ensure that students have full access to essential learning tools.</p> <p>b. Essential supervision – this position recruits, interviews, trains, and supervises student hourly employees</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 1341003-2110</p> <p>c. Fiscal Impact: - \$44,772 - \$55,992 (32 at steps A-E)</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 type="checkbox"/> No impact – funded by _____</p> <p><input checked="" 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>Student Services Assistant</p> <p>CL-00402</p> <p>Position #</p> <p>1.0</p> <p>Level 25/D</p> <p>Assessment</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Perform a variety of specialized and complex clerical and technical duties involved in providing assistance to students in the assessment office as well as helping assist with make-up tests for faculty. ○ Posting assessment records, data entry and retrieval, clearing pre-requisites on students, researching and compiling, recording, tracking and verifying information from a variety of sources. ○ Provide a wide variety of information and assistance to students regarding placement and onboarding to the college. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy- This position is vacant due to an employee taking a position with the GCCCD Foundation. <p>3. Strategic Staffing Rationale</p> <p>Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>This position supports and is an integral component of AB 705 as well as helping onboard students with the Grossmont/Cuyamaca Promise in regards to AB 19. This position also supports the mandated component of accreditation standard II.C.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget: This position is already allotted and budgeted with Restricted General Fund b. Key code and Object code: 1333291-2110 (SSSP Basics/Classified Contract) c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount: Annual \$41,400 ii. Includes benefits 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>SSSP/SEA</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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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><u>Position Title</u> Tutoring Center Specialist</p> <p><u>Unit/Classification</u> CSEA</p> <p><u>Position #</u> CL-00676</p> <p><u>FTE</u> 0.475FTE</p> <p><u>Department</u> LTR</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Organize, coordinate, and improve quality of services and oversee student workers and tutors in the general tutoring center in the afternoon/evening shift. Gathers data, prepares reports, monitors budget, ensures payroll is completed in a timely and accurate manner. Trains and provides professional development as needed. Assists LTR supervisor in implementing new processes, tools, and upgrading practices. 2. Current status of position? <ul style="list-style-type: none"> ○ <u>Filling a vacancy</u> ○ Filling a restructured vacancy with a new job title ○ Requesting a new position 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: supervision of student workers is required at all times b. Accreditation requirements: academic support must be provided to all students and this position is key in ensuring non-traditional, evening or online students have access to tutoring. c. Health and safety priorities d. Critical threshold of educational or support services: Research has shown that tutoring is one of the key services that increases retention, particularly of students who are disproportionately impacted and of languages other than English. This position oversees general tutoring which means students can get help in most of the disciplines taught on campus and across all programs. The impact of this service is therefore as broad as it can get. Research has also shown that students who work on campus are significantly more likely to remain in class and graduate in shorter time. This position is also key in training, mentoring, and supporting our students who want to work. They acquire an invaluable experience and skills that will carry through for the rest of their lives. e. Essential supervision: supervision of student workers is required at all time 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. <u>Yes it is</u> b. Key code and Object code: <u>1340091-2117</u> c. Fiscal Impact: <u>Level 32</u>

		<p>d. Salary amount <u>\$3731/mo; +4% Differential</u></p> <p>i.</p> <p>ii. Includes benefits, <u>Yes at 27%</u></p> <p>e. 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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