

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

02/08/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Business Services Specialist Position #: CL-00534 FTE: 1.0 Level: CL-26 Department: Administrative Services	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Provide budget information and support to campus personnel. ○ Assist in preparation and prepare purchase requests. ○ Assists campus in processing all fiscal forms. ○ Assists with travel arrangements. ○ Answer and facilitate campus switchboard lines 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Critical threshold of instruction or support services - this position provides critical support to campus personnel and performs functions including providing budget information, processing forms/reports, processing travel requests or credit card statements, and switchboard. This position also provides backup to other areas within Business Services. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1427502-2110 ○ Annual Salary at Step B: \$40,836 plus benefits

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

02/08/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: General Maintenance Worker, Sr.</p> <p>Position #: CL-00128</p> <p>FTE: 1.0</p> <p>Level: CL-34</p> <p>Department: Facilities</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of skilled construction, installation, repair and maintenance work activities in the building trades. ○ Provide installation, maintenance and repair of electrical systems and equipment ○ Repair and service of heating, refrigeration and air conditioning system ○ Operate various maintenance related machinery. ○ Train and provide work direction to maintenance personnel and student workers as assigned. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Health and safety priorities – this position provides general maintenance to campus facilities ensuring that all areas are safe for occupancy/ instruction. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1427901-2110 ○ Annual Salary at Step B: \$51,732 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

02/08/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Librarian</p> <p>Position #: LB-00005</p> <p>FTE: 1.0</p> <p>Level: 11 Month Class IV</p> <p>Department: Library</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Reference service, which involves directly helping students with devising and executing information search strategies for assignments. ○ Library orientations for individual classes. ○ Collection development for books, databases, online journals, etc. ○ Manage electronic resources. ○ Conduct outreach to faculty and students about information resources and search tools available via the library and providing training on how to use them skillfully. ○ Support the new Library Services Platform (LSP). <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> ○ Accreditation requirements ACCJC standards indicate that institutions should rely on appropriate expertise of faculty, including librarians, to select and maintain educational equipment and materials to support student learning and enhance the achievement of the mission. ○ Critical threshold of instruction or support services This position would address a critical threshold of instruction. According to the Academic Senate for California Community Colleges, the minimum number of faculty librarians for a college with FTES of 5001 – 7000 is 5. As of December 18, 2020 we will have 0 librarians. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1441001-1220 ○ Annual Salary at Step B: \$75,011 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

02/08/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Maintenance Supervisor</p> <p>Position #: SU-00038</p> <p>FTE: 1.0</p> <p>Level: S-I</p> <p>Department: Facilities</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Organize, coordinate, and oversee day-to-day maintenance activities on campus. ○ Supervise and assign duties to maintenance staff. ○ Coordinate facilities related projects. ○ Conduct routine maintenance for building safety. ○ Communicate and coordinate with outside vendors. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Health and safety priorities – In addition to supervision, this position ensures that the Maintenance team follows all health/safety protocols and conducts regular checks to campus facility to ensure safety. ○ Essential supervision – As the only Supervisor for Maintenance, this position provides essential supervision and guidance to the team. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1427901-2120 ○ Annual Salary at Step B: \$70,362 plus benefits

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

02/08/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Instructor</p> <p>Position #: IN-00008</p> <p>FTE: 1.0</p> <p>Level: 10 Month Academic Class IV</p> <p>Department: Faculty - Paralegal</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform all duties of full-time Instructional faculty. ○ Accreditation requirements for American Bar Association (ABA) Require a 1.0 faculty to hold the critical threshold of educational and support services. With a historic need for this position, the need to support the delivery and maintain accreditation it is imperative for this faculty position. <p>3. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <p>4. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> ○ Accreditation requirements from ABE require a 1.0 faculty position <p>5. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1462401-1110 ○ Annual Salary: \$68,192 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/8/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Administrative Assistant III</p> <p>Position #: Z-00007700</p> <p>FTE: 1.0</p> <p>Level: CL-32</p> <p>Department: Facilities</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Provide administrative assistant duties for the Director of CC Facilities. Organize and manage the day-to-day activities of Facilities office to assure efficient and effective operations. ○ Provide support in key shared governance committees; take notes and prepare agenda and minutes. Maintain records of meetings ○ Maintain/update department service area website ○ Run reports and create requisitions, workorders, purchase orders, fund transfer and other documents. Access Workday reports, manage PRs, and monitor budgets for the department. ○ Process facility requests: communicate with external vendors to ensure proper paperwork is submitted; coordinate with FMO staff, other departments, and CAPS for all events; prepare invoices and follow-up for payment. Prepare cash transmittal forms, as needed. ○ Facilities Work Orders: review and coordinate communication between CC departments to address work orders. Resolve problems. ○ Order and maintain Facilities office supplies; schedule maintenance and repair of FMO office equipment. ○ Coordinate communication between CC departments, District personnel, the public, external vendors and outside organizations. Coordinate activities and resolve problems. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Health and safety priorities – Admin Asst reviews work orders and coordinates with FMO dept to prioritize and fix facilities problems that pose health/safety issue. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1427005-2110 ○ Annual Salary at Step B: \$48,756 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/8/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Business/ Communications Services Supervisor</p> <p>Position #: Z-00008324</p> <p>FTE: 1.0</p> <p>Level: S-F</p> <p>Department: Business Services</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Provide supervision of assigned staff: Train and evaluate performance of staff, assign and review work; participate in selection of new personnel. Develop work schedules, coordinate and participate in duties and assignments to ensure effective department operations. ○ Review preparation of forms: Review forms submitted to Business Services, use Workday to review budgets and assist with transfer requests. Review all off-campus activity requests, catering requests, department credit card statements, hire forms, etc. Prepare new forms, as needed. ○ Provide support to campus personnel on budget preparation and related issues and coordinate the accurate posting of the college budget. ○ Coordinate key issuance, travel arrangements, check distribution, employee parking, etc ○ Monitor the preparation and processing of district and campus mail; ensure compliance with postal rules and regulations; determine most cost effective method of sorting. ○ Organize and coordinate the use of campus facilities, including fees, regulations, special set-up and equipment requirements; verify that campus policy and guidelines for facility use have been met. ○ Compile financial data and assist in preparation of reports related to assigned accounting functions. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes ■ Org Mod approval date <u>9/10/2021</u> <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Essential supervision: This is the only supervisory position in Business Services and provides essential supervision for staff in Mailroom, Duplicating, Switchboard, and Business Services. This position ensures proper coverage for these areas and participates in duties/assignments, as needed. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1427502-2120 ○ Annual Salary at Step B: \$58,249 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/8/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Administrative Assistant I</p> <p>Position #: CL-00527</p> <p>FTE: 1.0</p> <p>Level: CL-26</p> <p>Department: Instructional Operations</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ The position provides administrative assistance and clerical support for Academic Senate and the Instructional Operations department, respectively. ○ Academic Senate follows the Brown Act for the meeting requirements. Meeting the deadlines for the agenda and minutes is critical to the success of the Academic Senate. The position also covers the scheduling of the rooms and transcribes the meeting minutes. Other duties include scanning and uploading documents for the Academic Senate meetings. ○ The Curriculum Committee meetings also follow the Brown Act for the meeting requirements. The position covers the scheduling of the rooms and transcribes the meeting minutes. Other duties include scanning and uploading the curriculum proposals on the intranet for the Curriculum Committee meetings. ○ Preparation of faculty evaluation summary reports. This job includes tracking, scanning, uploading, and distributing faculty evaluation summary reports. Online requests are entered for the student components through the EvaluationKit pilot program. The results are uploaded from EvaluationKit CSV files into ProTeam. Evaluation scores from the peers and manager are entered into ProTeam. Printing of the summary reports and preparation for distribution to the Deans, Vice President of Instruction (VPI), and College President. Fall 2020 was the first time Instructional Operations processed the student surveys for all sections using the EvaluationKit pilot program. This requirement has been a long-standing item in the AFT contract. The current Administrative Assistant I, substitute processed the student surveys for the full-semester and second 8-week sections for fall 2020. ○ The formatting of the course outline of record in word after curriculum approvals are received—the uploading and posting of the course outline of record to the internet in PDF for public access. The posting of the PDFs just started as a new job duty in fall 2020. ○ Generating the Teaching Assistant (TA) memos and Large Class Bonus (LCE) reports each semester/session for the Dean and VPI approvals. The TA memos are generated and distributed after approvals. ○ Assisting with other duties as time permits, such as curriculum research on Colleague and COCI to keep the course documents up-to-date. Assisting with the class schedule documents in proofing formatting, grammar, and spelling. Assistance with distributing, collecting, and proofing the class schedule manuscript and catalog manuscripts. Scanning of archive records in Instructional Operations; curriculum documents, TA and LCE reports. Assisting

with the preparation of the curriculum Governing Board dockets scheduled four times per year.

2. Current status of position:

- **Filling a restructured position included in the budget**
 - Has an Org Mod been approved? **Yes** / No
 - Org Mod approval date: **April 21, 2020, Governing Board docket item 12.1, increased position from .75 FTE to 1.0 FTE**

3. Strategic Staffing Rationale:

Please address at least one of the following items:

- **Accreditation requirements**
Instructional Operations: to continue to satisfy the clerical need based on a long-standing recommendation from ACCJC for a faculty evaluation clerk. Posting of the course outline of record to the internet for public access is another duty we have been asked to perform.
- **Critical threshold of instruction or support services**
Academic Senate: this position is critical support for the Academic Senate. It is also beneficial to have clerical support in the Instructional Operations department with so many high priority projects such as the Faculty evaluation summary reports, TA and LCE reports, TA memos. Catalog production, and class schedule production is a team effort that needs clerical support.

4. Budget Impact – Please specify the following:

- Is position included in the current budget? **Yes**
- Funding Source? **Unrestricted**
- Smartkey and Salary Object: **1424006-2110**
- Annual Salary at Step B: **\$40,836 plus benefits**

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

2/8/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Health Center Supervisor</p> <p>Unit/Classification Student Services Position # GRADE S-K SU-00026</p> <p>FTE (1.0)</p> <p>Department (Health Center/Student Affairs)</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Develop the overall operations for the Health Center and supervise the Health Center. ○ Determine current college health needs and maintain awareness of the latest health trends. ○ Conduct health screening evaluation of students for referral to the appropriate community health agency. ○ Supervise overall operations of the Health Center and serve as a Nurse. ○ Provide supervision for one 10-Month Nurse position. ○ Plan and supervise the day-to-day operation for the Health Center. ○ Establish standards and procedures for first aid care; administer first aid for accidents or illnesses that may occur on campus. ○ Maintain and distribute current off campus health care information and provide educational trainings to students. ○ Conduct and communicate an on-going health education program through seminars, workshops, classroom presentations, newsletters, posters, etc. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ <u>*Filling a vacancy*</u> ○ Filling a restructured vacancy with a new job title ○ Requesting a new position <p>3. 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. We are legally mandated to hire a Health Center Supervisor. It is critical to have a Supervisor running the daily operations of the Health Center and supervising the Nurse. We are mandated to have a Supervisor with an RN license (<i>Legal mandates- 53411. Minimum Qualifications for Health Services Professionals</i>). Therefore, we are not currently in compliance with the vacancy from the previous Health Center Supervisor. Since we had another Nurse retirement in July 2020, we only have one Nurse at a 10-Month position. When the current Nurse is off contract, we will be without staff in the Health Center. b. Accreditation requirements c. Health and safety priorities d. Critical threshold of educational or support services e. Essential supervision

		<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 (Included in the budget) Included within the current budgetb. Key code and Object code 1434091-2120c. Fiscal Impact:<ul style="list-style-type: none">i. Salary amount -\$83,982 – Step Aii. Includes benefits, or not – includes benefitsd. 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
February 8, 2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Associate Dean of Nursing Position #: MG-00151 FTE: 1.0 Level: M-9 Department: Allied Health and Nursing Division	<ol style="list-style-type: none"> 1. Key responsibilities of position: Under the direction of the Senior Dean, Allied Health and Nursing, the Associate Dean will organize, direct, develop, administer, and supervise all operations of the Nursing Education Programs, based on established policies of the college. Additionally, the Associate Dean will supervise the Nursing office and support staff, process standard administrative paperwork; assistance with community outreach activities and accreditation processes; and any other support activity as deemed appropriate by the Senior Dean. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates Following completion of course requirements, students must graduate from a program in good-standing with the Board of Registered Nursing in order to apply for licensure ○ Accreditation requirements ○ Both the BRN (California Board of Registered Nursing Practice Act) and ACEN (Accrediting Commission for Education in Nursing) require a designated program director. The BRN site visit is scheduled for 3/21 and a plan must be in place to demonstrate action is being taken here to maintain an Associate Dean, Nursing. An interim leader, who is retreating to the faculty role, has been in place for the past two years. Chosen rank is to attempt to meet the salary needs of nurse leaders in education versus practice. ○ Critical threshold of instruction or support services ○ Essential supervision 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted General Fund ○ Smartkey and Salary Object: 1370604-1240 ○ Annual Salary at Step B: \$115,253 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
February 8, 2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Health Services Supervisor Position #: SU-00012 FTE: 1.0 Level: S-K Department: Student Health & Wellness	<p>1. Key responsibilities of position:</p> <p>The Health Services Supervisor is a Registered Nurse with degrees and certificates as required by the California Education Code who serves as the office supervisor under the direction of the Dean of Student Affairs. The Registered Nurse Supervisor is responsible for:</p> <ul style="list-style-type: none"> ○ Office, policies and protocols following local/federal public health recommendations and District policy as they pertain on a daily basis and during health emergencies. ○ The Health Services Supervisor ensure that medical care and treatment, delivered by other licensed professionals meets the highest quality of care and complies with consulting physician standing orders. ○ Assist in planning development and supervision of a Student Health program ○ Supervise, train and evaluate the performance of assigned staff ○ Provide nursing care and health assistance to students ○ Current nursing practice in the testing and treatment of illness/communicable disease. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates: <ul style="list-style-type: none"> ○ Title V; Section 53411 minimum qualifications for a health services professional with overall responsibility for developing and directing student health services shall be a valid, current California license as a registered nurse, and either of the following: <ul style="list-style-type: none"> ▪ (1) a master's degree in nursing and a California Public Health Nurse certificate; or ▪ (2) a bachelor's degree in nursing, a California Public Health Nurse certificate, and a master's degree in health education, sociology, psychology, counseling, health care administration, public health, or community health. ▪ Other health services personnel shall not be subject to statewide minimum qualifications; however, all personnel shall possess appropriate valid, current licensure or certification to practice in California when

		<p>required by law. Ancillary personnel shall work under appropriate supervision when required by their license laws.</p> <ul style="list-style-type: none"> ○ Title V; Section 54702 Proper Use of Funds ○ Sections 70901, 87356, 87003, 76355 Education Code <ul style="list-style-type: none"> ○ Health and safety priorities <ul style="list-style-type: none"> Health Services Supervisor required knowledge includes: <ul style="list-style-type: none"> ● Emergency health care and nursing assessment techniques. ● Current nursing practice in the testing and treatment of illness/communicable disease. ● Laws and regulations pertaining to the field of nursing and to the maintenance of a health office. ● Pertinent health education principles and methods. ● Appropriate safety precautions and procedures. ● Outside health agencies and their services. ● Current nursing practice in the testing and treatment of illness/communicable disease. ○ Critical threshold of instruction or support services ○ Essential supervision <ul style="list-style-type: none"> ● Under supervision physician Health Services Supervisor must maintain current California Board of Registered Nursing License or a Public Health Nursing Certificate is preferred and maintain supervisory oversight of Health Services Nurses. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Restricted – Health Services ○ Smartkey and Salary Object: 1334091-2120 ○ Annual Salary at Step B: \$82,132 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

February 8, 2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Instructional Operations Supervisor</p> <p>Position #: SU-00017</p> <p>FTE: 1.0</p> <p>Level: Grade S-I</p> <p>Department: Instructional Operations / Academic Affairs</p>	<ul style="list-style-type: none"> • Key responsibilities of position: • Coordinates, supervises and participates in the preparation, editing, revision, proofreading, printing and distribution of the college catalog, spring and summer class schedules. • Supervises schedule revisions and updates including preparation and distribution of class schedule addendums. • Calculates and verifies course loads (LED), Taxonomy of Programs (TOPS) and budget key/object codes; work with department chairs, coordinators and division deans on load and other payroll issues and determine appropriate action as needed; maintain confidentiality of payroll records. Maintains Reassigned Time allocation assignments and incorporate into full-time faculty loads; verify for accuracy. • Processes banking and load averaging requests. • Participates in various Curriculum Committee activities; review curriculum proposals; assist faculty with selection and completion of appropriate forms; process and track alignment and related forms, and conduct related research; prepare committee meeting agenda and backup materials; attend meetings; take, prepare and distribute minutes; prepare board packet summarizing curriculum actions for the academic year. • Coordinates, supervises, and tracks faculty evaluations. • Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget due to SERP retirement • Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Accreditation requirements: (tracks and maintains curriculum records) ○ Critical threshold of instruction or support services: This position is essential to the daily operations of the college; the Instructional Operations office coordinates, maintains, and tracks all curriculum, facilities requests while also coordinating class schedules, faculty evaluations, and the college catalog. ○ Essential supervision • Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted General Fund ○ Smartkey and Salary Object: 1324001-2120 ○ Annual Salary at Step B: \$70,362 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
February 8, 2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Nursing Instructor Position #: IN-00022 FTE: 1.0 Level: Class IV Department: Nursing	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> • Provides necessary educational support to nursing students seeking to complete the Associate Degree in Nursing. • Provides clinical support to faculty and students • Provides necessary support and a full complement to the nursing faculty. 2. Current status of position: <ul style="list-style-type: none"> • Filling a replacement position included in the budget 3. Strategic Staffing Rationale: Please address at least one of the following items: <ol style="list-style-type: none"> a. Accreditation requirements The immediate refill of this position is directed toward compliance with the California Nursing Practice Act BRN Article 3, sections 1424 and 1425. b. Critical threshold of instruction or support services: This position is essential to the curriculum in that the content of the course builds upon the foundation and is pivotal for the progression of the students' ability to think critically. The course prepares the students for the complexities of multi-system disorders in patients. 4. Budget Impact – Please specify the following: <ol style="list-style-type: none"> a. Is position included in the current budget? Yes b. Funding Source? Unrestricted General Fund c. Smartkey and Salary Object: 1370604-1110 d. Annual Salary at Step 6: \$68,192 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

February 8, 2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Science Laboratory Technician II (AOJ Department – Forensic Technology)</p> <p>Position #: IA-00143</p> <p>FTE: 1.0</p> <p>Level: CL-32</p> <p>Department: Administration of Justice (Forensic Technology)</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Forensic and Fingerprint Laboratory Management; assist instructors with planning indoor & outdoor labs and proper handling and disposal of chemicals; supervise lab activities and support classroom health and safety; set up and clean up labs and equipment. • Handle, mix and properly dispose of biological waste and hazardous chemicals; ensure all chemicals and supplies are stocked and unexpired; oversee maintenance on equipment (take to vendors for repairs or on-campus repairs.) • Set up expensive technical equipment such as microscopic and photography equipment for labs. Lab set-ups take 1-2 hours to set up and clean up. • Assist students with laboratory equipment (malfunctions, trouble- shooting equipment problems) freeing up instructors to provide curriculum instruction rather than handling equipment issues. • During COVID-19, assist with student social distancing, temperature checks, disinfecting of all equipment between student use. • Additional work includes in-person and virtual high school outreach, career fairs, and forensics and AOJ Department demonstrations. <p>2. Current status of position:</p> <ul style="list-style-type: none"> • Filling a replacement position included in the budget <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ol style="list-style-type: none"> a. Legal mandates b. Accreditation requirements c. Health and safety priorities d. Critical threshold of instruction or support services e. Essential supervision <ul style="list-style-type: none"> • <u>Health and safety priorities</u> Various caustic chemicals are used in our forensic technology and fingerprint courses. Students are given the proper PPE and use the proper equipment to handle them safely but often the course instructor is busy helping students with individual curriculum questions. The lab technician maintains constant watch over students' proper use of PPE and equipment, ensuring the safety of them and

		<p>others around them.</p> <p>During COVID-19, additional health and safety measures are critical and must be closely supervised. An instructor cannot do this alone. The lab tech will help ensure students maintain proper social distancing, wear proper COVID PPE, disinfect equipment and surfaces between student use, and help with temperature checks as directed.</p> <ul style="list-style-type: none"> • <u>Critical threshold of educational or support services</u> This position is a critical need for forensic educational and support services. Instructors will not be able to oversee proper student handling of chemicals, biohazards, and expensive equipment and proper COVID-19 guidelines while simultaneously instructing other students on curriculum matters. Faculty will be unable to set up extensive labs prior to class and could only offer minimal labs, which would greatly diminish instructional quality. Our part-time instructors work full-time at other crime labs and simply aren't available to set up extensive labs before class; (they are "freeway flyers".) Clean-up after labs is another task that would greatly extend part-time faculty hours on campus, taking away from one-on-one time with students, grading and curriculum review after class hours. • <u>Essential supervision</u> There is a health and safety priority for our forensic lab courses. Previously, the GC Program Review Committee and AOJ Forensic Advisory Committee recommended a permanent forensic lab technician and the Spring, 2016 Classified Staffing Committee ranked this position #1 because of the health and safety risks to our Forensic Technology students doing lab work without a lab technician. <p>4. Budget Impact – Please specify the following:</p> <ol style="list-style-type: none"> a. Is position included in the current budget? Yes b. Funding Source? Unrestricted General Fund c. Smartkey and Salary Object: 1370001-2210 d. Annual Salary at Step B: \$48,756 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
February 8, 2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Position Title: Health & Safety Specialist Classification: CL-38 Position #: CL-00057 FTE: 1.0 Department: District Services Human Resources	<ol style="list-style-type: none"> 1. What will the position do? Assist with Human Resources with COVID-19 compliance matters in areas of safety and risk management, including direct support for contact tracing, compliance and safety; provide support for other programs within our Injury, Illness, and Prevention Plan (IIPP). 2. Current status of position: Filling a temporary position due to demands for compliance with health and safety protocols resulting from the pandemic. 3. Strategic Staffing Rationale: Please address at least one of the following items: Health and Safety Priorities: This Classified position is essential to the operations of the District Human Resources department. This position provides essential support for safety compliance related to protocols and processes for COVID-19. 4. Budget Impact – Identify the following: <ol style="list-style-type: none"> a. Funded through Federal Stimulus funds. Interim until 12/2021 b. Keycode and Object code: 1211393-2110 c. Fiscal Impact: \$58,224 plus benefits