

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
4/12/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Faculty Water Waste Water Technology Position #: Z-00009043 FTE: 1.0 Level: CL-4 Department: Center for Water Studies	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Perform all duties of full-time instructional 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: <ul style="list-style-type: none"> ○ Critical threshold of instruction or support services - Community Care Licensing (Title 22) and Title 5 Regulations require qualified, appropriate level, staff be present at All times. 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: 1462301-1110 ○ Annual Salary at CL-4, Step 6- \$68,192

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

4/12/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Counselor (Career)</p> <p>Position #: CN-00037</p> <p>FTE: 1.0 (11months)</p> <p>Level: Faculty</p> <p>Department: Counseling Services</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Provide core counseling services for students (comprehensive educational planning) ○ Follow-up services for students ○ Provide general counseling for all students with an emphasis on career development, exploration and planning) <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ This is a new position on the faculty priority list at Cuyamaca College (Budget: Filling a replacement position included in the 21/22 budget) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal Mandates: The Student Equity and Achievement Program states that it is the intent of the legislature for colleges to: <ul style="list-style-type: none"> ▪ Implement activities and practices pursuant to the California Community College Guided Pathways Grant Program. ▪ Ensure students complete their educational goals and a defined course of study. ▪ Career counseling is an integral function to meet these two legislative goals. ○ Critical threshold of educational or support services: The Completion by Design and Guided Pathways models that the college is implementing makes the career counselor a critical hire. This position will engage with counselors, faculty and staff (and Admin) along the four pillars of guided pathways in order to clarify the students' path, help them enter the path, stay on the path and ensure learning. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes - FY2021/22 ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1433001-1220 ○ Annual Salary: 75,011

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

4/12/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Public Health Instructor</p> <p>Position #: IN-00279</p> <p>FTE: 1.0</p> <p>Level: Faculty</p> <p>Department: Health Education</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Teach courses in the rapidly expanding Public Health field within the Health Education Department at Cuyamaca College ○ Be the Health Education liaison for dual enrollment at Health Sciences High ○ Spearhead the curriculum for a Public Health/Disaster Management degree. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a vacancy-this position fills a vacancy the department faced when Pam Farmer retired. <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Critical threshold of educational or support services In the Fall of 2016, a second full-time instructor in Health Education was hired because the department had grown 30% over the previous 4 years. Since that time, the department has grown another 30%, is now the 6th largest program on campus, and the Public Health profession is projected to grow by 25% over the next 15 years. The HED department only has one full-timer now and is currently serving 150+ students over contractual caps. The replacement instructor would allow us to add needed sections into the schedule and meet the critical threshold of educational services in HED. <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: 1451801-1110 ○ Annual Salary: \$68,192

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

04/12/2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Admissions & Records Specialist - Residency</p> <p>Position #: CL-00007</p> <p>FTE: 1.0</p> <p>Level: CL-32</p> <p>Department: Admissions & Records</p>	<ul style="list-style-type: none"> ○ Key responsibilities of position: ○ 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 as it relates to residency. ○ Current status of position: ○ Filling a replacement position included in the budget Filling a vacancy due to retirement ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ▪ Has an Org Mod been approved? Yes / No ▪ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ▪ Has an Org Mod been approved? Yes / No ▪ Org Mod approval date _____ ○ Other (please specify) ○ Strategic Staffing Rationale: Please address at least one of the following items: ○ Legal mandates- Critical threshold of instruction or support services-- Residency classification is determined for each student when the admission application is accepted by the residency specialist. This is an important position that ensures we are compliant with Title V regulations and MIS reporting. This position's duties allow us to collect the correct apportionment for our students. ○ Legal mandates ○ Accreditation requirements

		<ul style="list-style-type: none">○ Health and safety priorities○ Critical threshold of instruction or support services○ Essential supervision ○ Budget Impact – Please specify the following:<ul style="list-style-type: none">○ Is position included in the current budget? Yes / No○ Funding Source? Unrestricted / Restricted○ Smartkey and Salary Object: 1332001-2110○ Annual Salary at Step B: \$48,756

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
February 12, 2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Administrative Assistant III CSEA Position #: CL-00541 FTE: 1.0 Level: 32 Department: Admissions and Records	<ol style="list-style-type: none"> 1. Key responsibilities of position: Organize and manage the day-to-day activities of office to assure efficient and effective office operations. Arranges zoom meetings and ensure the security of them. Run reports, requisitions, work orders, purchase orders, and fund transfers. Establish and maintain a variety of records, logs and files related to assigned functions. Completes all subpoenas and private investigator requests. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a vacancy due to promotion 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 currently manages all petitions for Admissions and Records. They communicate with students on the petition process and follow up regarding their results. The position manages the intake and tracks all COVID-19 Excused Withdrawals requests. Furthermore, this position has been essential in assisting the Dean of Admissions and Records in keeping up with the latest State guidance and memos from the State Chancellor's Office. 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: 1332001_2110 ○ Annual Salary at Step B: \$48,756 (CL/32B)

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

4/12/2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Program Specialist Position #: CL-00586 FTE: 1.0 Level: 34 / CSEA Department: AOJ	<p>1. Key responsibilities of position: Under supervision of the Dean, CTE/Workforce, this position performs a variety of highly complex and technical paraprofessional duties relating to AOJ and its State certified courses. This position manages and oversees the day-to-day office activities; trains and provides work direction to others as assigned. This person helps with marketing these programs. This is an existing position and has been for 20+ years.</p> <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 ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ Essential supervision <p>Emergency Dispatch Operator – Grossmont College has the only open-enrolled class; certification for police, fire, medical and humane society dispatch (many jobs for dispatch)</p> <p>PC832 Firearms Course - Grossmont College has the ONLY course in the county; we serve Probation, Humane Society, Lifeguards, and open enrolled students</p> <p>Corrections Academy - Grossmont College has the only private Corrections Academy in the county that feeds into jobs in private corrections and local jails such as CVPD, supports employment</p> <p>Police Academy (Modules III and II) - Feeds into Palomar College's Module I</p> <p>Basic and Advanced Security Academy - The advanced security academy is unique and assist students with security jobs in specialized areas such as K-12 schools, military bases.</p> <p>Advanced Officer Training including:</p> <ul style="list-style-type: none"> ● 40-hour Bloodstain Pattern Analysis course (Detectives,

		<p>criminalists, forensic techs, and advanced students all over southern California take this certified course</p> <ul style="list-style-type: none">• 40-hour Advanced Latent Print Analysis course (student draw)• 40-hour Field Evidence Technician course (draws mostly police officers and our law enforcement students all over California) <p>AOJ consistently ranks at #2 for the most declared majors that receive a degree and/or certificate each year</p> <p>These specialized courses recruit students into our degree programs.</p> <p>Without this position, these programs would fail and it meets the following criteria:</p> <ul style="list-style-type: none">• Critical threshold of educational or support services• Essential supervision <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: 1370801-2100○ Annual Salary at Step B: \$50,220

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

4/12/21

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>Position #: New 1 of 2</p> <p>FTE: 1.0</p> <p>Level: 20</p> <p>Department: Custodial Services</p>	<p>1. Key responsibilities of position: 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:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date <u>February 2020</u> ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ Essential supervision <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1327602-2110 ○ Annual Salary at Step B: \$34,200

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

4/12/21

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>Position #: New 2 of 2</p> <p>FTE: 1.0</p> <p>Level: 20</p> <p>Department: Custodial Services</p>	<p>2. Key responsibilities of position: Under the direction of an assigned supervisor, maintain campus classrooms, offices, and related assigned facilities in a clean and sanitary condition.</p> <p>5. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date <u>February 2020</u>. ○ Other (please specify) <p>6. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ Essential supervision <p>7. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? <u>Unrestricted</u> / Restricted ○ Smartkey and Salary Object: 1327602-2110 ○ Annual Salary at Step B: \$34,200

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
April 12, 2021**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Production Technician, PVAC Position #: Z-00009197 FTE: 1.0 Level: 43 Department: Division of Arts, Languages and Communication	<p>1. Key responsibilities of position: Under the direction of an assigned supervisor, perform a variety of technical and specialized duties related to the set-up, operation, and maintenance of the Grossmont College Performance and Visual Arts Center (PVAC) and related areas; coordinate non-instructional set construction, lighting design, sound/video engineering, and other related technical components of the PVAC</p> <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes ■ Org Mod approval date <u>April 2020</u> ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services This is a new position that is needed to help with the operation and maintenance of the new PVAC building. The PVAC building will serve both the campus community and the local community at large. The production technician is needed to ensure that the state-of-the-art equipment and technology is operated properly and according to safety regulations. ○ Essential supervision <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: 1375401-2110 ○ Annual Salary at Step B: \$67,500 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
4/12/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Senior Recruiter Position #: CL-00028 FTE: 1.0 Level: CL-30 Department: Human Resources	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Plans and manages the full recruitment process, from vacancy to hire to include: schedule and coordinate recruitment meetings; maintain the integrity and reliability of the recruitment process; conduct training for committee chairs and committee members on recruitment/hiring process in compliance with Federal and State Labor Laws and District Policy and Procedures; review applications for positions; verify mandated minimum qualifications and Education Code requirements; extend offers of employment as approved by management ○ Serve as the recruitment process subject matter expert advising hiring managers on recruitment and hiring best practices. ○ Serve as the primary contact for candidates, effectively representing GCCCD throughout the recruitment process. ○ Conduct preliminary review of candidate demographic data. 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 With the numerous legal requirements needed to be fulfilled and met by the Office of Human Resources such as: FMLA, ACA, ADA, EEO, Title IX, and Title V. It is critical that the Office of Human Resources is fully staffed. ○ Critical threshold of instruction or support services In addition, if this position is not filled the Office of Human Resources will be unable to maintain the current level of services provided to the district. 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: 1114501/2113 ○ Annual Salary at Step B: \$45,960