

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

**5/20/2021**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> SCIENCE LAB TECHNICIAN III - Biology</p> <p><b>Position #:</b> IA-00027</p> <p><b>FTE:</b> 1.00 12 months</p> <p><b>Level:</b> 36</p> <p><b>Department:</b> Math, Science and Engineering</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Prepare and maintain materials</li> <li>○ Maintenance of equipment</li> <li>○ Ordering of materials</li> <li>○ Lab set up and tear down</li> </ul> <p>○ <b>Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</li> </ul> <p>○ <b>Strategic Staffing Rationale:</b></p> <ul style="list-style-type: none"> <li>● Health and safety priorities – This position is necessary for lab maintenance, appropriate storage of biological materials, chemicals and equipment, recording use of and ordering supplies for Biology instruction.</li> <li>● Critical threshold of educational or support services – This position supports the Biology department educational program by setting up labs for classes, ensuring that all supplies are available and appropriately stored, and that all safety measures are followed.</li> </ul> <p>○ <b>Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes</b></li> <li>○ Funding Source? <b>Unrestricted</b></li> <li>○ Smartkey and Salary Object: <b>1455401-2210</b></li> <li>○ Annual Salary at Step B: <b>\$54,876</b></li> </ul>

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

**5/20/2021**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> SCIENCE LAB TECHNICIAN II- Microbiology</p> <p><b>Position #:</b> IA-00105</p> <p><b>FTE:</b> 1.0 / 10 months</p> <p><b>Level:</b> CL-32</p> <p><b>Department:</b> Math, Science and Engineering</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Prepare and maintain materials</li> <li>○ Maintenance of equipment</li> <li>○ Ordering of materials</li> <li>○ Lab set up and tear down</li> </ul> <p>○ <b>Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</li> </ul> <p>○ <b>Strategic Staffing Rationale:</b></p> <ul style="list-style-type: none"> <li>• Health and safety priorities – This position is necessary for lab maintenance, appropriate storage of biological materials, chemicals and equipment, recording use of and ordering supplies for Biology instruction.</li> <li>• Critical threshold of educational or support services – This position supports the Biology department educational program by setting up labs for afternoon and evening classes, ensuring that all supplies are available and appropriately stored, and that all safety measures are followed.</li> </ul> <p>○ <b>Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes</b></li> <li>○ Funding Source? <b>Unrestricted</b></li> <li>○ Smartkey and Salary Object: <b>1455401-2210</b></li> <li>○ Annual Salary at Step B: <b>\$40,630</b></li> </ul>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
June 2, 2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Director, College and Community Relations  <b>Position #:</b> MG-00073  <b>FTE:</b> 1.0  <b>Level:</b> M-7  <b>Department:</b> College and Community Relations	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Under the direction of the President, this position will plan, organize, manage and administer strategic marketing campaigns; and direct and implement public, media, college internal communications and community relations. This position also supports enrollment management and college events through marketing activities. Further, this position will provide leadership and information management on public relations issues.</li> </ul> </li> <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ <b>Filling a replacement position included in the budget</b></li> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> </li> <li><b>3. Strategic Staffing Rationale:</b>                Please address at least one of the following items:               <ul style="list-style-type: none"> <li>○ Legal mandates</li> <li>○ Accreditation requirements</li> <li>○ Health and safety priorities</li> <li>○ <b>Critical threshold of instruction or support services</b></li> <li>○ Essential supervision</li> </ul> </li> <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes</b> / No</li> <li>○ Funding Source? <b>Unrestricted</b> / Restricted</li> <li>○ Smartkey and Salary Object: 1321005 2140</li> <li>○ Annual Salary at Step B: \$99,355</li> </ul> </li> </ol>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**5/25/2021**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b> Contracts Specialist  <b>Position #:</b> CL-00441  <b>FTE:</b> 1.0  <b>Level:</b> CL- 38  <b>Department:</b> Purchasing and Contracts	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>• Prepare, review, process, and administer a variety of service contracts and legal documents for performance and compliance.</li> <li>• Perform complex research through various methods to determine legality and conformance of proposed contracts (i.e. Education, Public Contract, Government, Labor codes, contractor’s state license board, prevailing wage laws, etc.).</li> <li>• Prepare and write detailed formal specifications for bids and proposals and recommend award based on price and conformance to specifications.</li> <li>• Secure competitive financing proposals for lease-purchase contracts; negotiate with vendors/contractors on negotiable items on contracts and agreements;</li> <li>• Assist in analyzing departmental activities and documents for compliance with district policies and governmental rules and regulations.</li> </ul> </li>   <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Replacement due to resignation on 5/31/2021. The position is included in the budget.</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:           <ul style="list-style-type: none"> <li>○ Critical threshold of support services</li> </ul> </li>   <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes</b></li> <li>○ Funding Source? <b>Unrestricted General Fund</b></li> <li>○ Smartkey and Salary Object: <b>1118501-2110</b></li> <li>○ Annual Salary at Step B: <b>\$58,224 plus benefits</b></li> </ul> </li> </ol>

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**5/20/2021**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b> Warehouse Supervisor  <b>Position #:</b> SU-00015  <b>FTE:</b> 1.0  <b>Level:</b> Grade I  <b>Department:</b> Warehouse	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Organize, coordinate and supervise warehouse operations and activities, including the receipt, storage and distribution of equipment and supplies and maintenance of inventory.</li> <li>○ Supervise and evaluate the performance of assigned staff, assign and review work</li> <li>○ Oversee the delivery of mail and other materials between campuses and district facilities</li> <li>○ Coordinate and supervise the receipt, storage and sale of district surplus or salvaged equipment</li> <li>○ Supervise the identification and marking of capital equipment for inventory and maintain a perpetual physical inventory of capital equipment</li> <li>○ Prepare and submit budget requests as directed; recommend the repair or replacement of departmental equipment; order materials and supplies as needed</li> </ul> </li>   <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Replacement of a vacant position due to retirement on 6/30/2020. Currently there is an interim supervisor and this request is to fill the position permanently. The position is included in the budget.</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:           <ul style="list-style-type: none"> <li>○ Critical threshold of support services</li> <li>○ Essential Supervision</li> </ul> </li>   <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes</b></li> <li>○ Funding Source? <b>Unrestricted General Fund</b></li> <li>○ Smartkey and Salary Object: <b>1118601-2130</b></li> <li>○ Annual Salary at Step B: <b>\$70,362 plus benefits</b></li> </ul> </li> </ol>