

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

**September 7, 2021**

Date

<b>Site</b>	<b>Position</b>	<b>Justification</b>
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> Child Development Center Coordinator</p> <p><b>Position #:</b>  SU-00036</p> <p><b>FTE:</b>  1.0</p> <p><b>Level:</b>  S-I</p> <p><b>Department:</b>  Child Development Center</p>	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Responsible for all CDC functions</li> </ul> </li> <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a replacement position 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>○ Legal mandates – Community Care Licensing (Title 22) and Title 5 Regulations require qualified, appropriate level, staff be present at All times.</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>Restricted</b></li> <li>○ Smartkey and Salary Object: <b>1424894-2120</b></li> <li>○ Annual Salary at Step B <b>\$70,362</b></li> </ul> </li> </ol>

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b>  Faculty Evaluations Assistant  Unit/Classification: Classified/CSEA  <b>Position #:</b> CL-00319  <b>FTE:</b> 75% employee  <b>Level:</b> Range 28  <b>Department:</b> Instructional Operations / Academic Affairs	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Under the direction of an assigned supervisor, perform a variety of responsible duties to organize, compile and process a variety of information in support of the faculty evaluation process.</li> <li>○ Perform a variety of responsible clerical duties in support of the faculty evaluation process; post records, perform mathematical computations and compile, record and track information from a variety of sources.</li> <li>○ Prepare correspondence, memoranda, reports, requisitions, forms, and other materials; proofread and edit written materials to assure accuracy and completeness.</li> <li>○ Prepare and maintain a variety of records, logs, files and statistical information related to the faculty evaluation process. Submit faculty evaluation schedules to division deans for review and adjust schedules as appropriate according to established guidelines.</li> <li>○ Maintain faculty evaluation software system and troubleshoot issues.</li> <li>○ Ensure that the faculty evaluation software system is aligned to current faculty contract language.</li> <li>○ Compile information and data from records, files and databases for reports as required.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</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> <p><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ <b>Legal mandates:</b> Faculty Evaluations for full-time and part-time faculty is a contractual obligation with strict deadlines and guidelines.</li> <li>○ Accreditation requirements: Possibly</li> <li>○ Health and safety priorities: N/A</li> <li>○ <b>Critical threshold of instruction or support services:</b> Regular and ongoing faculty evaluations is a key element of providing instructional services. The Faculty Evaluations Assistant coordinates</li> </ul>

		<p>and oversees this process and works with the Deans' Administrative Assistants so all documents are submitted and completed on time.</p> <ul style="list-style-type: none"> <li>○ Essential supervision: N/A</li> </ul> <p><b>4. 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> / No</li> <li>○ Funding Source? <b>Unrestricted</b> / Restricted</li> <li>○ Smartkey and Salary Object: <b>1324001-2110</b></li> <li>○ Annual Salary at Step B: \$32,490</li> </ul>

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Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b>  <b>Director of Human Resources</b>  <b>Position #:</b> <b>MG-00149</b>  <b>FTE: 1.0</b>  <b>Level: M-10</b>  <b>Department:</b> <b>Human Resources</b>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Provide oversight and assistance with regard to recruitment, classifications, and administration of Human Resource Information System (Workday)</li> <li>○ Development of policy, processes, and communications</li> <li>○ Serve on negotiation teams with select unions and/or meet and confer groups</li> <li>○ Respond to questions and concerns for employees</li> <li>○ Supervising, managing and providing leadership on HR department functions</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>X Filling a replacement position included in the budget</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> <p><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Legal mandates</li> <li>○ Accreditation requirements</li> <li>○ Health and safety priorities</li> <li>○ Critical threshold of instruction or support services</li> <li>X Essential supervision</li> </ul> <p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes</li> <li>○ Funding Source? Unrestricted</li> <li>○ Smartkey and Salary Object: 1114501-2150</li> <li>○ Annual Salary at Step B: \$122,760</li> </ul>

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Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b> Associate Vice Chancellor – Educational Support Services  <b>Position #:</b> TBD  <b>FTE:</b> 1.0  <b>Level:</b> Conf. Admin 12  <b>Department:</b> Student & Institutional Success	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>• Provide planning, research, and operational support for Accreditation.</li> <li>• Plan, organize, and coordinate institutional effectiveness planning and research to support student access, achievement, and success.</li> <li>• Manage and oversee accurate completion of all required state and federal reports, including MIS reporting, IPEDS, and other data requirements.</li> <li>• Coordinate with information technology on required technology solutions to ensure compliance with state and federal regulations.</li> <li>• Coordinate with college researchers and information technology to ensure the reporting accuracy and data integrity.</li> <li>• Coordinate the District's strategic enrollment management efforts, and provide support for districtwide student engagement and retention.</li> <li>• Plan the development and implementation of new requirements and delivery systems.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Currently the Vice Chancellor of Student &amp; Institutional Success is vacant. This position is being created in lieu of the Vice Chancellor position to provide leadership and support for student systems, Ed Code and Title 5 compliance and student support programs.</li> </ul> <p><b>3. Strategic Staffing Rationale:</b></p> <ul style="list-style-type: none"> <li>○ Critical threshold of instruction and support services. This position will provide support and leadership to both colleges for student support services, including technology-related student and instructional support, enrollment management, state and federal reporting and compliance, and implementation of new State initiatives and requirements.</li> </ul> <p><b>4. 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 General Fund</b></li> <li>○ Smartkey and Salary Object: <b>1111301-1250</b></li> <li>○ Annual Salary at Step B: <b>\$140,412 plus benefits</b></li> </ul>

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b> Campus and Parking Services Specialist  <b>Position #:</b> CL-00575  <b>FTE:</b> 1.0  <b>Level:</b> CL 30  <b>Department:</b> Public Safety	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Provide vehicle and foot patrol of campus roads, walkways, parking lots and all buildings districtwide</li> <li>○ Observe and report acts of vandalism, thefts, unusual behavior, and intrusions to buildings</li> <li>○ Observe and report unsafe conditions and fire hazards</li> <li>○ Secure doors, windows and gates</li> <li>○ Provide parking and traffic control services including issuing parking citations</li> <li>○ Activate, deactivate, and monitor fire and intrusion alarms</li> <li>○ Provide escorts to faculty, staff and students</li> <li>○ Provide public relations/customer services to faculty, staff, students and the public as requested</li> <li>○ Participate in campus emergencies operations as directed</li> </ul> </li> <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a replacement due to a resignation</li> </ul> </li> <li><b>3. Strategic Staffing Rationale:</b> <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 budget? <b>YES</b></li> <li>○ Funding Source: <b>Position is split between UGF (30%) and Parking Funds (70%)</b></li> <li>○ SmartKey and Object code: <b>1119400/1119091-2110</b></li> <li>○ Annual Salary at Step B: <b>\$45,960 plus benefits</b></li> </ul> </li> </ol>

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Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b> Director, Enterprise Systems  <b>Position #:</b> Z-00005773  <b>FTE:</b> 1.0  <b>Level:</b> ML-11  <b>Department:</b> Information Technology	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Manage the Enterprise Resource Planning (ERP) systems including: student/instructional, degree audit/student educational planning, financial aid, finance, human resources/payroll and related systems.</li> <li>○ Oversee system management, including testing of new releases, adjustments to business processes, system configuration, user security, resource monitoring, system integrations and reporting.</li> <li>○ Oversee system programming including institutional research, state (MIS, PERS, STRS, 320) and federal reporting as well as developing specialized and custom programs.</li> <li>○ Work closely with other departments to assess needs, coordinate plans and activities including development projects that involve the enterprise systems, the coordination of software upgrades, and the implementation of new systems and modules.</li> <li>○ Manage project teams of functional and technical staff for the system implementation life cycle including: needs analysis, development of functional requirements, search for available systems and implementation planning including: configuration, testing, training, documentation, and assessment.</li> <li>○ Ensure that projects are completed in a professional and timely manner according to District standards and methodology.</li> </ul> </li> <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a replacement position 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 instruction or support services. The Enterprise Systems group supports our critical systems such as Colleague, Workday, and Sigma SAM in addition to over 70 other applications. This area has district-wide impact and requires direct, technical 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</b> / Restricted</li> <li>○ Smartkey and Salary Object: <b>1113501-2140</b></li> <li>○ Annual Salary at Step B: <b>\$126,806</b></li> </ul> </li> </ol>

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: <b>Position Title:</b> Senior Recruiter  <b>Position #:</b> CL-00185  <b>FTE:</b> 1.0  <b>Level:</b> CL-30  <b>Department:</b> Human Resources	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ 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</li> <li>○ Serve as the recruitment process subject matter expert advising hiring managers on recruitment and hiring best practices.</li> <li>○ Serve as the primary contact for candidates, effectively representing GCCCD throughout the recruitment process.</li> <li>○ Conduct preliminary review of candidate demographic data.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position as a result of retirement included in the budget</li> </ul> <p><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul> <p>If this position is not filled there is a chance that the Office of Human Resources will fail to meet many of the legal mandates required to stay compliant with both Federal and State laws.</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul> <p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes</li> <li>○ Funding Source? Unrestricted</li> <li>○ Smartkey and Salary Object: 1114501/2113</li> <li>○ Annual Salary at Step B: \$45,960</li> </ul>