

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**9/20/21**

Date

| Site   | Position   | Justification   |
|--|--|---|
| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>Science Lab Technician II</p> <p><b>Position #: Z-00008536</b></p> <p><b>FTE:</b> 1.00 12 months</p> <p><b>Level:</b> 32</p> <p><b>Department:</b><br/><b>Math, Science and Engineering</b></p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Lab set up and tear down of Chemistry and Biology labs in H Annex</li> <li>○ Maintenance of equipment</li> <li>○ Ordering of materials</li> <li>○ Initially this person will be ordering, moving and setting up all supplies and equipment for the two new lab spaces</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ <b>Filling a replacement position included in the budget</b></li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>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: This position is necessary for lab maintenance, appropriate storage of chemicals and equipment, recording use of and ordering supplies for Biology and Chemistry instruction. This person will also assure that we maintain compliance with OSHA</li> <li>○ Critical threshold of instruction or support services: This position supports the Biology and Chemistry department educational programs by setting up labs for classes, ensuring that all supplies are available and appropriately stored, and that all safety measures are followed.</li> <li>○ 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? <b>Yes</b> / No</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>\$48,756</b></li> </ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11/1/2021**

Date

| Site   | Position   | Justification   |
|--|--|---|
| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>Administrative Assistant IV</p> <p><b>Position #:</b><br/>CL-00497</p> <p><b>FTE:</b><br/>1.00 12 months</p> <p><b>Level:</b><br/>CSEA/CL-34</p> <p><b>Department:</b><br/>Student Services,<br/>Office of the Vice President</p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>• Organize and manage the day-to-day activities of VPSS to assure efficient and effective office operations.</li> <li>• Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions.</li> <li>• Greet office visitors; initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; take messages as necessary; provide information; receive sort and route mail.</li> <li>• Assist with arrangement of travel accommodations, conferences and meetings as necessary.</li> <li>• Prepare and review routine correspondence, records, and other documents accuracy, completeness and conformance to established rules and regulations.</li> <li>• Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required.</li> <li>• Establish and maintain a variety of records, logs and files related to assigned functions; obtain and provide information from records and files as requested.</li> <li>• Order and maintain office supplies; schedule maintenance and repair of equipment.</li> <li>• Coordinate the duplication and distribution of a variety of materials; distribute forms, applications and related materials.</li> <li>• Operate a variety of office equipment including computers and peripherals, copy machines, etc.</li> <li>• Perform a variety of duties in support of special events, research and other special projects.</li> <li>• Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; obtain and provide information, coordinate activities and resolve problems.</li> <li>• Schedule meetings, conferences and appointments for assigned administrator and maintain administrator's calendar.</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: This position is a replacement for a summer 2021 departure.</li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:</p> |

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|  |  | <ul style="list-style-type: none"><li>○ Critical threshold of instruction or support services: This position perform a variety of difficult and highly complex and administrative assistant duties and provides paraprofessional support to the VPSS administrator.</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: 1426001-2110</li><li>○ Annual Salary at Step B: \$51,732</li></ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**11/1/2021**

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| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Student Services Specialist<br><br><b>Position #:</b><br><b>CL-00255</b><br><br><b>FTE:</b><br>1.0<br><br><b>Level:</b><br>28<br><br><b>Department:</b><br>Counseling Services | <ul style="list-style-type: none"> <li>• <b>Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>• Perform a variety of specialized duties to provide services to the counseling services department</li> <li>• Greet office visitors and answer telephones</li> <li>• Type a variety of reports, correspondence, forms, memo's and other materials</li> </ul> </li> <li>• <b>Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy and restructuring – This position was restructured within existing funds and was increased from .6 FTE to 1.0 FTE.</li> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? <b>Yes</b></li> <li>■ Org Mod approval date <b>11/2019</b></li> </ul> </li> </ul> </li> <li>• <b>Strategic Staffing Rationale:</b><br/>           Please address at least one of the following items:           <ul style="list-style-type: none"> <li>○ Critical threshold of educational or support services</li> </ul> </li> <li>• Counseling Services needs this position to support the dynamic and complex office functions for the department and to implement guided pathways student success teams.</li> <li>•</li> <li>• <b>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></li> <li>○ Smartkey and Salary Object: <b>1433001-2110</b></li> <li>○ Annual Salary at Step B: <b>\$43,320</b></li> <li>○</li> </ul> </li> </ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
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**11/1/2021**

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|--|--|---|
| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Custodian<br><br><b>Position #:</b><br>CL-00481<br><br><b>FTE:</b><br><br>1.0<br><br><b>Level:</b><br>20<br><br><b>Department:</b><br>Facilities,<br>Maintenance, and<br>Operations –<br>Cuyamaca College | <ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Maintain and clean an assigned group of classrooms, offices, and related facilities.</li> <li>○ Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures.</li> <li>○ Perform regular sanitization and support a clean, healthy working environment.</li> <li>○ Move and arrange furniture and equipment; set up furniture for special events, activities and meetings; move and set up athletic equipment.</li> <li>○ Perform minor repairs to buildings, fixtures and equipment; replace lights, ceiling tiles, and light diffusers; clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and safety, sanitary and fire hazards.</li> </ul> </li> <br/> <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> <br/> <li><b>3. Strategic Staffing Rationale:</b> <ul style="list-style-type: none"> <li>○ <b>Health and safety priorities</b> – Custodians perform critical duties to ensure that all facilities are clean, sanitized regularly, functioning and free of trash or debris. The custodial team currently has five vacant positions. The department has been able to function with a reduced workforce due to COVID and number of employees working remotely. For Spring, we will need to fill vacancies prior to a full-return or minimum cleaning, sanitization will not be able to be performed.</li> </ul> </li> <br/> <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></li> <li>○ Smartkey and Salary Object: <b>1427601-2110</b></li> <li>○ Annual Salary at Step B: <b>\$34,200</b></li> </ul> </li> </ol> |
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| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Custodian<br><br><b>Position #:</b><br>CL-00173<br><br><b>FTE:</b><br><br>1.0<br><br><b>Level:</b><br>20<br><br><b>Department:</b><br>Facilities,<br>Maintenance, and<br>Operations –<br>Cuyamaca College | <ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Maintain and clean an assigned group of classrooms, offices, and related facilities.</li> <li>○ Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures.</li> <li>○ Perform regular sanitization and support a clean, healthy working environment.</li> <li>○ Move and arrange furniture and equipment; set up furniture for special events, activities and meetings; move and set up athletic equipment.</li> <li>○ Perform minor repairs to buildings, fixtures and equipment; replace lights, ceiling tiles, and light diffusers; clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and safety, sanitary and fire hazards.</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> <ul style="list-style-type: none"> <li>○ <b>Health and safety priorities</b> – Custodians perform critical duties to ensure that all facilities are clean, sanitized regularly, functioning and free of trash or debris. The custodial team currently has five vacant positions. The department has been able to function with a reduced workforce due to COVID and number of employees working remotely. For Spring, we will need to fill vacancies prior to a full-return or minimum cleaning, sanitization will not be able to be performed.</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></li> <li>○ Smartkey and Salary Object: <b>1427601-2110</b></li> <li>○ Annual Salary at Step B: <b>\$34,200</b></li> </ul> </li> </ol> |
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| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>Custodian, Sr.</p> <p><b>Position #:</b><br/>CL-00076</p> <p><b>FTE:</b><br/>1.0</p> <p><b>Level:</b><br/>23</p> <p><b>Department:</b><br/>Facilities</p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>• Assign and review the work of subordinate personnel as assigned; train and instruct assigned personnel in the proper performance of custodial duties.</li> <li>• Inspect in-progress and completed work to ensure work is performed in compliance with instructions, meeting quality standards.</li> <li>• Participate in the performance of custodial work such as emptying trash, recycling containers, washing, sweeping, vacuuming, cleaning, dusting, polishing, and waxing.</li> <li>• Assure proper care and use of equipment and materials; issue supplies and assure that proper supplies are available to maintain assigned campus.</li> <li>• Oversee and participate in the preparation of rooms and facilities for special events, activities and meetings; move, arrange and set up furniture and equipment as necessary.</li> <li>• Report safety, sanitary and fire hazards and maintenance and repair needs.</li> <li>• Perform minor repairs to buildings, fixtures, and equipment; replace lights, light diffusers, and ceiling tiles.</li> <li>• Remove trash from shrubs around assigned areas.</li> <li>• Perform related duties as assigned.</li> </ul> <p><b>2. Current status of position:</b></p> <p><input checked="" type="checkbox"/> Filling a replacement position included in the budget</p> <p><b>3. Strategic Staffing Rationale:</b><br/>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><input checked="" type="checkbox"/> Health and safety priorities</li> <li><input checked="" type="checkbox"/> Critical threshold of instruction or support services</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>○ <input checked="" type="checkbox"/> Funding Source? <b>Unrestricted</b></li> <li><input checked="" type="checkbox"/> Smartkey and Salary Object: <b>1427601-2110</b></li> <li>○ Annual Salary at Step B: <b>37,368</b></li> </ul> |
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| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>General Maintenance Worker, Sr. HVACR</p> <p><b>Position #:</b><br/>CL-00041</p> <p><b>FTE:</b><br/>1.0</p> <p><b>Level:</b><br/>40</p> <p><b>Department:</b><br/>Facilities</p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>• Perform a variety of skilled construction, installation, repair and maintenance work activities in the building trades.</li> <li>• Provide technical information and recommendations to various district departments, and personnel concerning buildings and maintenance equipment.</li> <li>• Perform programming of energy management and conservation of heating and air conditioning equipment and systems as required; check equipment and systems for proper operations and efficient energy use.</li> <li>• Train and provide work direction to maintenance personnel and student workers as assigned</li> <li>• Repair and replace defective belts, compressors, motors, switches, gauges, pneumatic thermostats, valves, controllers and other parts as needed, chiller systems, energy management systems, boilers, hot water heaters and special appliances; repair plumbing fixtures and clean out drains.</li> <li>• Perform a nitrite analysis and measure in appropriate nitrite treatment to boilers and chiller based on test results.</li> <li>• Inspect and perform and schedule preventative maintenance programs for HVACR equipment.</li> <li>• Perform carpentry work, repairing and constructing cabinets, bookcases, window frames, chairs, tables and shelves.</li> <li>• Install, maintain and repair a variety of electrical systems, parts and equipment including electrical circuits, conduits, light fixtures, fans, pumps, appliances, repair and clean out drains. Install and repair roofs, windows, doors and locks.</li> </ul> <p><b>2. Current status of position:</b></p> <p><input checked="" type="checkbox"/> Filling a replacement position included in the budget</p> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:<br/> <input checked="" type="checkbox"/> Health and safety priorities<br/> <input checked="" type="checkbox"/> Critical threshold of instruction or support services</p> <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><input checked="" type="checkbox"/> Funding Source? <b>Unrestricted</b></li> <li><input checked="" type="checkbox"/> Smartkey and Salary Object: <b>1427901-2110</b></li> <li>○ Annual Salary at Step B: <b>61,764</b></li> </ul> |



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| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>           Grounds Maintenance Worker, Sr</p> <p><b>Position #:</b><br/>           CL-00186</p> <p><b>FTE:</b><br/>           1.0</p> <p><b>Level:</b><br/>           30</p> <p><b>Department:</b><br/>           Facilities, Maintenance, and Operations – Cuyamaca College</p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>• Plant, maintain and mow lawns; trim and prune shrubs, hedges and trees; edge lawns and borders.</li> <li>• Water landscaped areas including lawns, shrubs and trees; rake leaves and pull weeds.</li> <li>• Remove paper trash and other debris from grounds; sweep walkways and parking areas; remove debris from roofs and gutters as necessary.</li> <li>• Prepare and cultivate soil for planting using fertilizers as needed; assist in pest and plant disease control.</li> <li>• Assist in sprinkler installation, maintenance and repair work; assist in other maintenance work such as mixing and pouring cement and paving materials and checking manholes for proper operation of water pumps.</li> <li>• Operate and maintain a variety of grounds maintenance equipment and machines including mowers, edgers, shears, power sweepers, blowers, trucks, tractors, loaders and hand power tools; maintain tools and equipment in proper working condition.</li> <li>• Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</li> <li>• Perform related duties as assigned.</li> <li>• Provide work direction to subordinate personnel and hourly workers as assigned.</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> </ul> <p><b>3. Strategic Staffing Rationale:</b></p> <ul style="list-style-type: none"> <li>○ <b>Health and safety priorities</b> – In addition to regular landscaping, this position is responsible for preventing and removing landscaping related hazards and keeping pathways /parking areas clear. Without proper staffing levels, the college will fall behind in regular grounds maintenance and will struggle to provide a safe physical environment.</li> <li>○</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</b></li> <li>○ Smartkey and Salary Object: <b>1427701-2110</b></li> <li>○ Annual Salary at Step B: <b>\$45,960</b></li> </ul> |
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| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Grounds<br>Maintenance<br>Worker<br><br><b>Position #:</b><br>CL-00693<br><br><b>FTE:</b><br>1.0<br><br><b>Level:</b><br>24<br><br><b>Department:</b><br>Facilities | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>• Plant, maintain and mow lawns; trim and prune shrubs, hedges and trees; edge lawns and borders.</li> <li>• Water landscaped areas including lawns, shrubs and trees; rake leaves and pull weeds.</li> <li>• Remove paper trash and other debris from grounds; sweep walkways and parking areas; remove debris from roofs and gutters as necessary.</li> <li>• Prepare and cultivate soil for planting using fertilizers as needed; assist in pest and plant disease control.</li> <li>• Assist in sprinkler installation, maintenance and repair work; assist in other maintenance work such as mixing and pouring cement and paving materials and checking manholes for proper operation of water pumps.</li> <li>• Operate and maintain a variety of grounds maintenance equipment and machines including mowers, edgers, shears, power sweepers, blowers, trucks, tractors, loaders and hand power tools; maintain tools and equipment in proper working condition.</li> <li>• Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</li> <li>• Perform related duties as assigned.</li> <li>• Provide work direction to subordinate personnel and hourly workers as assigned.</li> </ul> <p><b>2. Current status of position:</b></p> <p><input checked="" type="checkbox"/> Filling a replacement position included in the budget</p> <p><b>3. Strategic Staffing Rationale:</b><br/>           Please address at least one of the following items:</p> <p><input checked="" type="checkbox"/> Health and safety priorities<br/> <input checked="" type="checkbox"/> Critical threshold of instruction or support services</p> <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><input checked="" type="checkbox"/> Funding Source? <b>Unrestricted</b></li> <li><input checked="" type="checkbox"/> Smartkey and Salary Object: <b>1427701-2110</b></li> <li>○ Annual Salary at Step B: <b>38,496 plus benefits</b></li> </ul> |
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| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>Instructional Design Technology Specialist</p> <p><b>Position #:</b><br/>CL-00474</p> <p><b>FTE:</b><br/>1.0</p> <p><b>Level:</b><br/>44</p> <p><b>Department:</b><br/>LTR</p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Administer the learning management system.</li> <li>○ Provide training and support to faculty and staff in the adopted learning management system and supplementary tools.</li> <li>○ Research, design, develop, and deliver training and support to faculty and staff in educational best practices and the use of instructional technologies to develop high quality online learning materials and courses.</li> <li>○ Collaborate with the DE Coordinator, college administration, district IS staff, and Grossmont DE Coordinator and instructional designer.</li> <li>○ Research and make recommendations on educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning.</li> <li>○ Assist faculty with understanding and meeting accessibility compliance requirements for courses.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ <u>Filling a replacement position included in the budget</u></li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Legal mandates - <b>This position includes training and support for compliance with federal and state laws related to accessibility and regular and substantive interaction.</b></li> <li>○ Accreditation requirements - <b>Accreditation looks closely at Distance Education to assure quality and compliance with federal and state laws.</b></li> <li>○ Health and safety priorities - <b>Distance Ed has been an essential part of meeting student needs during the pandemic. It also meets the needs of students with health issues that don't allow them to attend campus classes.</b></li> <li>○ Critical threshold of instruction or support services - <b>Distance Education has steadily increased over the years and more than doubled since the pandemic. We expect DE course offerings to remain strong, which required increased support and training.</b></li> <li>○ 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? <b>Yes</b></li> <li>○ Funding Source? <b>Unrestricted</b></li> <li>○ Smartkey and Salary Object:: <b>1442003-2110</b></li> <li>○ Annual Salary at Step B: <b>\$69,516</b></li> </ul> |

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| Site   | Position   | Justification   |
|--|--|---|
| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>Ornamental Horticulture Assistant Senior</p> <p><b>Position #:</b><br/>IA-00119</p> <p><b>FTE:</b><br/><br/>1.0</p> <p><b>Level:</b><br/>31</p> <p><b>Department:</b><br/>Ornamental Horticulture</p> | <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 specialized duties in the operation and maintenance of the ornamental horticulture facilities including a storeroom, retail store, greenhouse, shade house and other growing areas, landscaping, and turf areas. Assist in all plant care activities, lab activities, assist in landscape, design and plant selection; install, maintain, and repair irrigation systems; application of toxic chemicals for pest, disease and weed control and other department functions.</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             <ul style="list-style-type: none"> <li>● Filling a vacancy – Patricia Tackett – Retirement 5/31/2019</li> <li>● Placed on hold due to the Pandemic</li> </ul> </li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Legal mandates – This position is critical in the support for the ornamental horticulture area.</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</b></li> <li>○ Smartkey and Salary Object: <b>1462201-2210</b></li> <li>○ Annual Salary at Step B: <b>\$47,340 + benefits</b></li> </ul> |

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**11/1/2021**

Date

| Site   | Position   | Justification   |
|--|--|---|
| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br><b>Student Services Specialist: Student Affairs</b><br><br><b>Position #:</b><br><br><b>CL-00485 Student Services Specialist (CL-28)</b><br><br><b>FTE:</b> 1.0 full time position<br><br><b>Level:</b> (CL-28)<br><br><b>Department:</b><br><b>Student Affairs</b> | <ul style="list-style-type: none"> <li>• <b>Key responsibilities of position:</b></li> <li>• Provide essential administrative support for the Office of Student Affairs, i.e. Associated Students, Welcome Week, Student Organizations, Community &amp; Culture Circle workshops, Cross Cultural Center activities, Students of Concern, Student Conduct, Academic Misconduct, Complaints/Grievances, Commencement, College Hour, and Student Engagement &amp; Validation events.</li> <li>• Provide logistical support for engagement activities within Student Affairs.</li> <li>• Complete all purchase requests and other forms necessary to support Student Affairs programs and services.</li> <li>• Process all contracts for Student Affairs and other engagement events.</li> <li>• Provide logistical support to the Associated Student Government and Student Organizations, Personal Counseling, and Cuyamaca Cares programs.</li> <li>• Coordinate student travel paperwork and other required forms for Associated Student Government travel.</li> <li>• Provide clerical support for student conduct, grievance, student complaints, and student grievance &amp; hearing board matters.</li> <li>• Support daily functions of the Student Affairs Office.</li> <br/> <li>• <b>Current status of position:</b><br/><br/> <div style="text-align: center;"><b>X Filling a replacement position included in the budget</b></div> </li> <br/> <li>• <b>Strategic Staffing Rationale:</b><br/>           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> </ul> </li> <br/> <li>• <b>Critical threshold of educational or support services. This position is critical to support the daily functions of Student Affairs.</b></li> </ul> <p>There is a critical need to allow for a Student Services Specialist position within the Student Affairs Department. It is essential to have the Student Services Specialist assisting with the clerical functions for the Student Affairs office and providing assistance with the logistics for all student engagement events. Since the Dean of Student Affairs is the</p> |

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|  |  | <p>only other staff member in the Student Affairs office, it is critical to have the Student Services Specialist in the office to be the first point of contact and manage the daily functions of the office. Without this position, we wouldn't have anyone serving in this role and it would be difficult to coordinate the campus events and manage the functions of the office. As a result of student crisis and student conduct matters, we need to have the Student Services Specialist in the office.</p> <ul style="list-style-type: none"><li>○ Essential supervision</li></ul> <ul style="list-style-type: none"><li>● <b>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></li><li>○ Smartkey and Salary Object: <b>1436001-2110</b></li><li>○ Annual Salary at Step B: <b>\$43,320</b></li></ul></li></ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
STRATEGIC HIRE REQUEST**

**11/1/21**

Date

| Site   | Position   | Justification   |
|--|--|---|
| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>CalWORKs<br/>Student Services<br/>Specialist</p> <p><b>Position #:</b><br/>Z-00005213</p> <p><b>FTE:</b><br/>FTE100%</p> <p><b>Level:</b><br/>28</p> <p><b>Department:</b><br/>CalWORKs</p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Perform specialized clerical duties</li> <li>○ Coordinate and oversee office activities</li> <li>○ Train and provide work direction to others as assigned</li> <li>○ Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required.</li> <li>○ Compile and prepare statistical and other reports and records as assigned.</li> <li>○ Maintain various records and files related to students, supplies and specialized functions of assigned area; compile information for reports as required.</li> <li>○ Perform a variety of clerical duties such as preparing and duplicating materials, ordering office supplies and other materials and distributing mail.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ <b>Filling a replacement position included in the budget</b></li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ <b>Legal mandates</b></li> <li>○ <b>Critical threshold of instruction or support services</b></li> </ul> <p>CalWORKs serves the 300+ students in the program. The CalWORKs Program Specialist position is a critical position. It is crucial to have someone who can understand and apply county, statewide and college policies, procedures, and operations. This position requires someone who can analyze situations accurately and adopt an effective course of action. The position is multi-faceted and requires someone who can work independently with little direct supervision; plan and organize work; establish schedules and timelines, and meet deadlines.</p> <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>Restricted</b> <ul style="list-style-type: none"> <li>○ Smartkey and Salary Object: <b>1464396-2110</b></li> <li>○ Annual Salary at Step B: <b>\$43,320 plus benefits</b></li> </ul> </li> </ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**09/20/2021**

Date

| Site   | Position   | Justification  |
|--|--|--|
| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Financial Aid Assistant<br><br><b>Position #:</b><br>CL-00425<br><br><b>FTE:</b><br>1.0<br><br><b>Level:</b><br>25<br><br><b>Department:</b><br>Financial Aid | <ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Provides information and assistance to students on the financial aid process, applications, and forms.</li> <li>○ Assists students at the front counter, on the phone, in the online FA Help Desk, outreach events, and in workshops.</li> <li>○ Reviews forms submitted by students for accuracy and completeness, scans and links documents, and completes student request forms from the county.</li> </ul> </li> <br/> <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ <b>XX- Filling a replacement (vacant) position included in the budget</b></li> </ul> </li> <br/> <li><b>3. Strategic Staffing Rationale:</b><br/>           Please address at least one of the following items:           <ul style="list-style-type: none"> <li>○ Legal mandates<br/>               This position is critical in assuring students are able to speak to financial aid staff about financial aid and their status. The department is required to be properly staffed to be able to administer financial aid in a timely manner and this position is a vital link in this process.</li> <li>○ Critical threshold of instruction or support services<br/>               This position is the only financial aid position whose main responsibility is to help students at the front counter.</li> </ul> </li> <br/> <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>1431091-2110</b></li> <li>○ Annual Salary at Step B: <b>\$36,396</b></li> </ul> </li> </ol> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

9/20/21

Date

| Site   | Position  | Justification   |
|--|---|---|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>Administrative Assistant II</p> <p><b>Position #:</b><br/>CL-00529</p> <p><b>FTE:</b><br/>1.0</p> <p><b>Level:</b><br/>CL-28</p> <p><b>Department:</b><br/>Athletics</p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Organize and manage the day-to-day activities of an assigned office to assure efficient and effective office operations.</li> <li>○ Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions.</li> <li>○ Prepare and review routine correspondence, records, and other documents for accuracy, completeness and conformance to established rules and regulations.</li> <li>○ Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required.</li> <li>○ Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; obtain and provide information, coordinate activities and resolve problems.</li> <li>○ Maintain current budget information; monitor budget expenditures; assist in budget preparations as required.</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><br/>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 support services:<br/>Prepare and review routine correspondence, records, and other documents in conformance to established rules and regulations. Prepare agenda items, take and transcribe meeting minutes and distribute to appropriate personnel. Establish and maintain a variety of records, logs, and files related to assigned functions. Follow district and department policies and procedures. Perform a variety of duties in support of special events, research, and other special projects. Coordinate communication between the administrator and</li> </ul> |

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|  |  | <p>staff, students, the public or other district personnel, vendors and other outside organizations; and coordinate activities and resolve problems.</p> <ul style="list-style-type: none"> <li>○ Essential supervision</li> </ul> <p><b>4. Budget Impact – Please specify the following:</b></p> <p>Is position included in the current budget? Yes</p> <ul style="list-style-type: none"> <li>○ Funding Source? Unrestricted</li> <li>○ Smartkey and Salary Object: 1336500-2110</li> <li>○ Annual Salary at Step B: Approx: \$3,610.00/month</li> </ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**9/20/21**

Date

| Site   | Position   | Justification  |
|--|--|--|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>Health Services Specialist</p> <p><b>Position #:</b> CL-00296</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> CL Range 28</p> <p><b>Department:</b><br/>Student Health &amp; Wellness</p> | <p><b>1. Key responsibilities of position:</b></p> <p>Under the direction of an assigned supervisor, conduct a variety of specialized health screenings; coordinate health education events; maintain displays and health promotion materials; perform clerical duties in support of the college health program and goals including supply ordering and acting as a liaison with college community.</p> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget due to retirement.</li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Legal mandates:             <ul style="list-style-type: none"> <li>○ Title V; Section 53411</li> <li>○ Title V; Section 54702 Proper Use of Funds</li> <li>○ Sections 70901, 87356, 87003, 76355 Education Code</li> </ul> </li> <li>○ Health and safety priorities             <ul style="list-style-type: none"> <li>Health Services Specialist required knowledge includes:                 <ul style="list-style-type: none"> <li>● Receive and screen visitors and phone calls.</li> <li>● Order and maintain office supplies; prepare and process purchase requisitions according to approved procedures; schedule maintenance and repair of equipment.</li> <li>● Analyze emergency situations and reports to Health Services Supervisor or Public Safety. Provide direction and communication to students, family, and staff during emergency situations as required.</li> <li>● Operate a variety of health testing devices including oculometer, audiology screener, blood pressure equipment, venipuncture equipment, body composition screener, etc. Draw blood and other samples as needed.</li> <li>● Schedule, plan and coordinate health promotion events including presentations, classes, workshops, training, orientations, vaccination clinics, seminars, etc.</li> </ul> </li> </ul> </li> <li>○ Critical threshold of instruction or support services             <ul style="list-style-type: none"> <li>● Ensures proper functioning of Student Health &amp; Wellness Center – including outreach and messaging campus-wide.</li> <li>● Provide information and assistance to students and staff concerning health problems, services, insurance, counseling, vaccination requirements, and related matters.</li> </ul> </li> </ul> |

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|  |  | <ul style="list-style-type: none"> <li>○ Essential supervision <ul style="list-style-type: none"> <li>● Assist in the training of peer health educators.</li> <li>● Provide direction to volunteers and interns.</li> <li>● Create, maintain, update, and revise hourly hire forms and other hourly employee information.</li> </ul> </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? Restricted</li> <li>○ Smartkey and Salary Object: 1334091</li> <li>○ Annual Salary at Step B: \$3,610; CL-28: Steps A-D: \$3,414 - \$4,269</li> </ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**09/20/2021**

Date

| Site   | Position  | Justification   |
|--|---|---|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>Outreach Coordinator</p> <p><b>Position #:</b><br/>SU-00069</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> I-S</p> <p><b>Department:</b><br/>Student Services</p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Coordinate and oversee outreach to prospective students and their families.</li> <li>○ Serve as a liaison between campus departments and the district, local high schools, and the community.</li> <li>○ Oversee and train student ambassadors as well as continually updating training materials to be culturally responsive.</li> <li>○ Conduct a wide-range of outreach events, including tours, workshops, participation in community cultural events, and activities to help new students know about programs and support services at Grossmont.</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 - <b>The position is being filled by an interim. The position has had an interim since December 2019.</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> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:</p> <p>The Outreach Coordinator is instrumental in that Outreach is a part of the Strategic Plan (2016-2022). The Outreach Coordinator develops comprehensive outreach and recruitment plans as well as building partnerships through the East County Educational Alliance with GUHSD as well as other school districts within the region. Creates updated marketing and communication materials as well as How-To Videos for students to navigate the college systems. This position is also essential of the supervision of the Outreach office which includes 12 ambassadors, 2 lead ambassadors, 1 resources specialist and 1 Student Services Specialist. This position is meets Accreditation Standard I.A.1 and I.A.2 requirements.</p> <ul style="list-style-type: none"> <li>○ Legal mandates</li> <li>○ <b>Accreditation requirements</b></li> <li>○ Health and safety priorities</li> <li>○ <b>Critical threshold of instruction or support services</b></li> </ul> |

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|  |  | <ul style="list-style-type: none"><li>○ <b>Essential supervision</b></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? Restricted</li><li>○ Smartkey and Salary Object: 1372391-2120</li><li>○ Annual Salary at Step B: \$67,012 + benefits \$32,835 = \$99,847</li></ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
September 22, 2021

Date

| Site   | Position  | Justification  |
|--|---|--|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br><br>Admissions and Records Assistant Senior<br><br><b>Position #:</b><br>CL-00225<br><br><b>FTE:</b><br><br>1.0<br><br><b>Level:</b><br>27<br><br><b>Department:</b><br>Admissions & Records | <ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Provide a wide variety of specialized and complex clerical duties related with Admissions &amp; Records. This position prepares and maintains educational records; provides technical information and assistance to students, counselors, faculty and Financial Aid regarding transfer work accepted, academic records as well as policies and procedures. Document imaging and microfilming of student records as required by Title V. Assist students with inquiries via phone/email regarding student status, grades and petitions.</li> </ul> </li> <br/> <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>• Filling vacancy created by current employee accepting another position within GCCCD</li> </ul> </li> <br/> <li><b>3. Strategic Staffing Rationale:</b><br/>           Please address at least one of the following items:           <ul style="list-style-type: none"> <li>• Critical threshold of Support Services<br/>               This position is essential to preparing and maintaining all applicant and student files as well as assisting students with program changes, petitions, incoming transcripts, academic renewal and providing students with pertinent information in a timely manner and according to established guidelines and procedures.<br/><br/>               This position will increase student access, progress, success, and retention per the State mandated Student Success Initiative as it assists with the initial access point; the application, and the progress and success point; transcripts. This position addresses both, strategic and institutional priorities by providing access to a diverse community college student population which is not only an institutional goal but also a component of the College's mission.</li> <li>○ Accreditation requirements –<br/>               Standard II.C.7 The Admissions and Records Assistant Seniors assist with the Program Review process for A&amp;R, by evaluating our online application system, registration procedures, and services.<br/><br/>               Standard II.C.8 Manage the classification of student records in accordance with AP 3310 and disposes records whose retention period elapsed. This position updates the student records system and processes any written corrections by students.</li> </ul> </li> <br/> <li><b>4. Budget Impact – Please specify the following:</b> <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: 1332001-2110</li> <li>○ Annual Salary at Step B: 42,060 +Benefits &amp; 42,060 +Benefits</li> </ul> </li> </ol> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**September 22, 2021**

Date

| Site   | Position  | Justification   |
|--|---|---|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Admissions and Records Assistant Senior<br><br><b>Position #:</b><br>CL-00224<br><br><b>FTE:</b> 1.0<br><br><b>Level:</b> 27<br><br><b>Department:</b><br>Admissions & Records | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Provide a wide variety of specialized and complex clerical duties related with Admissions &amp; Records. This position prepares and maintains educational records; provides technical information and assistance to students, counselors, faculty and Financial Aid regarding transfer work accepted, academic records as well as policies and procedures. Document imaging and microfilming of student records as required by Title V. Assist students with inquiries via phone/email regarding student status, grades and petitions.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling position due to vacancy</li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>           Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>• Critical threshold of Support Services<br/>             This position is essential to preparing and maintaining all applicant and student files as well as assisting students with program changes, petitions, incoming transcripts, academic renewal and providing students with pertinent information in a timely manner and according to established guidelines and procedures.</li> </ul> <p>This position will increase student access, progress, success, and retention per the State mandated Student Success Initiative as it assists with the initial access point; the application, and the progress and success point; transcripts. This position addresses both, strategic and institutional priorities by providing access to a diverse community college student population which is not only an institutional goal but also a component of the College's mission.</p> <ul style="list-style-type: none"> <li>○ Accreditation requirements –<br/>             Standard II.C.7 The Admissions and Records Assistant Seniors assist with the Program Review process for A&amp;R, by evaluating our online application system, registration procedures, and services.</li> </ul> <p>Standard II.C.8 Manage the classification of student records in accordance with AP 3310 and disposes records whose retention period elapsed. This position updates the student records system and processes any written corrections by students.</p> |



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|  |  | <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: Restricted<br/>Smartkey and Salary Object:<br/>CL-00224: 1333291-2110</li><li>○</li><li>○ Annual Salary at Step B: 42,060 +Benefits &amp; 42,060 +Benefits</li></ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
September 22, 2021

Date

| Site   | Position  | Justification   |
|--|---|---|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | <p><b>Please include:</b></p> <p>Position Title<br/>Associate Dean<br/>EOPS, CARE,<br/>CaWORKs</p> <p><b>Position #:</b><br/>MG-00012</p> <p><b>FTE</b><br/>1.0</p> <p><b>Level:</b><br/>M-8</p> <p><b>Department:</b><br/>EOPS<br/>CARE<br/>CAFYES<br/>CaWORKS</p> | <p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Provide mandated supervision and oversight of categorically funded programs: EOPS, CARE, CaWORKS, CAFYES, Dream Center, and Justice Scholars. This includes but is not limited to fiscal oversight of programs, maintaining district and state compliance as mandated for each program, managing staff and daily operations of all programs.</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>○ This is an essential position in need of refilling due to retirement of permanent Associate Dean on June 30, 2019 and current resignation of Interim effective July 8, 2021.</li> </ul> <p><b>3. Strategic Staffing Rationale</b></p> <p>This is a management position that provides essential supervision as mandated by state categorical guidelines that full-time oversight of EOPS/CaWORKS/CARE categorical programs be maintained as a condition of continued state funding and support. This position represents a critical threshold in oversight of ensuring compliance guidelines are met and maintained.</p> <p><b>4. Budget Impact – Identify 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: 1335501</li> <li>○ Salary Object: 1240</li> <li>○ Annual Salary at Step B: \$107,762 + benefits</li> </ul> |

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
September 22, 2021

Date

| Site   | Position  | Justification  |
|--|---|--|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Specialty Lab Technician III<br><br><b>Position #:</b><br><b>IA-00042</b><br><br><b>FTE:</b> 1.0<br><br><b>Level:</b> CL-32<br><br><b>Department:</b><br>THEATER | <p><b>1. Key responsibilities of position:</b></p> <p>Under the direction of an assigned supervisor, perform a variety of technical and specialized duties related to the preparation, repair, operation and maintenance of a fine arts laboratory and related areas. Operate a variety of equipment including lighting and sound systems, technical theatre applications of computers and various scene shop tools. Design lighting and sound for a variety of productions. Set up lighting and sound equipment for various productions; oversee and participate in the production of scenery properties. Assist in the preparation of departmental season and budget, provide information and recommendations concerning theatre facility operation and upkeep; offer input regarding long-term Department of Theatre objectives. Maintain routine records related to theatre facility equipment, theatre lighting and sound supplies, and lighting and sound expenditures. Knowledge of Methods, equipment and materials used in the design and coordination of lighting, sound and related technical elements of theatre productions. Proper set up, integration and function of technical elements of theatre productions. Current lighting and sound technologies, including automated lighting fixtures and computer-based audio systems</p> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Vacancy due to retirement</li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>           Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Health and safety priorities</li> <li>○ Critical threshold of instruction or support services</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: 1377401-2110</li> <li>○ Annual Salary at Step B: 4063/mo 48756/annual</li> </ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
10/1/2021

Date

| Site   | Position  | Justification  |
|--|---|--|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br><b>Pediatric Nursing Faculty, tenured</b><br><br><b>Position #:</b><br>IN-00083<br><br><b>FTE:</b> 1.0<br><br><b>Level:</b> IV-6<br><br><b>Department:</b><br><b>Nursing</b> | <ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ FT faculty educating nursing students about Pediatric Nursing.</li> <li>○ Education is to be provided in classroom, clinical, and simulation settings.</li> <li>○ This FT faculty has to be a content expert as defined by the CA Board of Registered Nursing.</li> <li>○ This FT faculty has to have sufficient direct patient care experience and education as defined by the CA Board of Registered Nursing to qualify to teach Pediatric Nursing.</li> <li>○ FT faculty is to be involved in departmental, divisional, and institutional counsels and committees.</li> <li>○ FT faculty to be involved in events and activities designed to support students and the program.</li> </ul> </li> <br/> <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget. The present FT tenured faculty is resigning in December 2021.</li> </ul> </li> <br/> <li><b>3. Strategic Staffing Rationale:</b><br/>           Please address at least one of the following items:           <ul style="list-style-type: none"> <li>○ Legal mandates: Following completion of Pediatric Nursing course requirements, students must graduate from a program in good-standing with the Board of Registered Nursing in order to apply for licensure</li> <li>○ Accreditation requirements: Both the CA BRN (Board of Registered Nursing) and ACEN (Accrediting Commission for Education in Nursing) require to have a Pediatric Content Expert to teach Pediatric Nursing in the accredited programs.</li> </ul> </li> <br/> <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes</li> <li>○ Funding Source? Unrestricted</li> <li>○ Smart key and Salary Object: 1370604-1110</li> <li>○ Annual Salary: Class IV, Step 06- \$68,192 plus benefits</li> </ul> </li> </ol> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
STRATEGIC HIRE REQUEST  
19 October 2021**

Date

| Site   | Position  | Justification  |
|--|---|--|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br><br>Dean of Arts,<br>Languages, and<br>Communication<br><br><b>Position #:</b><br><br>MG-00041<br><br><b>FTE:</b><br><br>1.0<br><br><b>Level:</b><br><br>MG-10<br><br><b>Department:</b><br><br>Academic Affairs | <b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ * Manage, evaluate and coordinate academic subject areas in accordance with legal requirements, district policies and educational principles and practices.</li> <li>* Establish overall goals, objectives and plans; initiate and participate in overall program planning; communicate statutes, district and college policies and philosophies to division faculty and staff.</li> <li>* Supervise and coordinate assigned curriculum planning and development; utilize available resources to develop new or revised curriculum; evaluate and recommend instructional materials, equipment and facilities.</li> <li>* Communicate and interpret program objectives and offerings to students, staff, faculty, community organizations and others</li> <li>* Perform the search/screen/selection, monitoring, evaluation and retention processes of assigned faculty and staff according to statutes and Governing Board Policy.</li> <li>* Oversee faculty teaching assignments and schedules; assign certificated and classified staff to work areas, hours and duties; orient and assist new personnel as needed.</li> <li>* Prepare budgets and submit through appropriate channels for approval; monitor and control assigned program operating budgets; initiate special fund requests; determine need and priority for capital equipment and materials.</li> <li>* Administer and implement district rules, regulations, policies and procedures; assist in implementing contract provisions negotiated by the Governing Board and recognized bargaining units representing employees.</li> <li>* Serve as a member of district, site or other councils, committees and task forces.</li> <li>* Participate in public information activities to promote and publicize instructional programs; respond to inquiries regarding curriculum or course offerings and services provided.</li> <li>* Prepare catalog material, class schedules and other program information as required; recommend and implement new programs to enhance the college mission and enrollment.</li> <li>* Assist in coordination of programs with business, industry, community organizations and other educational institutions.</li> <li>* Coordinate and facilitate the resolution of student, faculty, and staff conflicts and problems</li> </ul> |

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|  |  | <p><b>2. Current status of position: <u>Has been filled by two (2) Interim Deans over the past 4 years.</u></b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget <b>Yes</b></li> <li>○ Filling a restructured position included in the budget <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? <b>Yes</b></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? <b>No</b></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Essential supervision: ; <b><u>This position has had two (2) interim Deans over the past four (4) years. it is imperative that the College and District move forward with hiring a permanent Dean for this position to ensure the continued success, growth, and development of the Division. With the opening of the new Performing and Visual Arts Center, there needs to be permanent leadership in this position.</u></b></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</b> <ul style="list-style-type: none"> <li>○ Smartkey and Salary Object:<br/>Smartkey: <b>1375001</b><br/>Salary Object: <b>1240, Contract Noninstr, Admin</b></li> </ul> </li> <li>○ Annual Salary at Step B: Grade 10, Step B) \$123,264</li> </ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

11/1/21

Date

| Site   | Position   | Justification   |
|--|--|---|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>Administrative Assistant III</p> <p><b>Position #:</b><br/>CL-00495</p> <p><b>FTE:</b><br/>1.0</p> <p><b>Level:</b><br/>CL-32</p> <p><b>Department:</b><br/>Counseling Services</p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Organize and manage the day-to-day activities of an assigned office to assure efficient and effective office operations.</li> <li>○ Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions.</li> <li>○ Prepare and review routine correspondence, records, and other documents for accuracy, completeness and conformance to established rules and regulations.</li> <li>○ Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required.</li> <li>○ Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; obtain and provide information, coordinate activities and resolve problems.</li> <li>○ Maintain current budget information; monitor budget expenditures; assist in budget preparations as required.</li> </ul> <p><b>2. Current status of position:</b></p> <p align="center">Filling a replacement position included in the budget</p> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Critical threshold of support services:<br/>Prepare and review routine correspondence, records, and other documents in accordance with district, division, and Counseling policies and procedures. Prepare agenda items, take and transcribe meeting minutes and distribute to appropriate personnel. Establish and maintain a variety of records, logs, and files related to assigned functions. Follow district and department policies and procedures. Perform a variety of duties in support of special events, research, and other special projects. Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; and coordinate activities and resolve problems.</li> <li>○ Essential supervision</li> </ul> <p><b>4. Budget Impact – Please specify the following:</b><br/>Is position included in the current budget? Yes</p> <ul style="list-style-type: none"> <li>○ Funding Source? Unrestricted</li> <li>○ Smartkey and Salary Object: 1333005_2110</li> <li>○ Annual Salary at Step B: Approx: \$48,756.00 + benefits cost at 50%</li> </ul> |

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11/1/2021**

Date

| Site   | Position   | Justification   |
|--|--|---|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>Dean of Math, Natural Sciences, Exercise Science and Wellness</p> <p><b>Position #:</b><br/>MG-00008</p> <p><b>FTE:</b><br/>1.0</p> <p><b>Level:</b><br/>MG-10</p> <p><b>Department:</b><br/>Academic Affairs</p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ * Manage, evaluate and coordinate academic subject areas in accordance with legal requirements, district policies and educational principles and practices.</li> <li>* Establish overall goals, objectives and plans; initiate and participate in overall program planning; communicate statutes, district and college policies and philosophies to division faculty and staff.</li> <li>* Supervise and coordinate assigned curriculum planning and development; utilize available resources to develop new or revised curriculum; evaluate and recommend instructional materials, equipment and facilities.</li> <li>* Communicate and interpret program objectives and offerings to students, staff, faculty, community organizations and others</li> <li>* Perform the search/screen/selection, monitoring, evaluation and retention processes of assigned faculty and staff according to statutes and Governing Board Policy.</li> <li>* Oversee faculty teaching assignments and schedules; assign certificated and classified staff to work areas, hours and duties; orient and assist new personnel as needed.</li> <li>* Prepare budgets and submit through appropriate channels for approval; monitor and control assigned program operating budgets; initiate special fund requests; determine need and priority for capital equipment and materials.</li> <li>* Administer and implement district rules, regulations, policies and procedures; assist in implementing contract provisions negotiated by the Governing Board and recognized bargaining units representing employees.</li> <li>* Serve as a member of district, site or other councils, committees and task forces.</li> <li>* Participate in public information activities to promote and publicize instructional programs; respond to inquiries regarding curriculum or course offerings and services provided.</li> <li>* Prepare catalog material, class schedules and other program information as required; recommend and implement new programs to enhance the college mission and enrollment.</li> <li>* Assist in coordination of programs with business, industry, community organizations and other educational institutions.</li> <li>* Coordinate and facilitate the resolution of student, faculty, and staff conflicts and problems</li> </ul> |



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|  |  | <p><b>2. Current status of position: <u>Has been filled by two (2) Interim Deans over the past 4 years.</u></b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget <b>Yes</b></li> <li>○ Filling a restructured position included in the budget <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? <b>Yes</b></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? <b>No</b></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ <b><u>Essential supervision: ; This position has had two (2) interim Deans over the past four (4) years. it is imperative that the College and District move forward with hiring a permanent Dean for this position to ensure the continued success, growth, and development of the Division. There are many planned initiatives that require permanent leadership in this position.</u></b></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</b> <ul style="list-style-type: none"> <li>○ Smartkey and Salary Object: <ul style="list-style-type: none"> <li>Smartkey: <b>1380001</b></li> <li>Salary Object 1240 Contract Noninstr, Admin</li> </ul> </li> </ul> </li> <li>○ Annual Salary at Step B: (Grade 10, Step B) \$123,264</li> <li>○</li> </ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

11/1/21

Date

| Site   | Position   | Justification  |
|--|--|--|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>EOPS/CARE Program Specialist</p> <p><b>Position #:</b><br/>CL-00483</p> <p><b>FTE:</b><br/>1.0</p> <p><b>Level:</b><br/>34</p> <p><b>Department:</b><br/>EOPS/CARE/CAYFES</p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Communicate and assist in implementing directives from the EOPS/CARE Programs according to the State Chancellors Office and Title V. Oversee the implementation of policies and procedures of the EOPS/CARE Office. Coordinate communication with other district departments and personnel, in addition with outside organizations and the public. Train and provide work direction to assigned student staff, prioritizing, assigning and reviewing work. Participating in interviewing applicants and providing a semester performance evaluation. Completed a variety of technical duties such as awarding EOPS/CARE/NextUp Book Vouchers &amp; Grants, designing student databases, managing data for program reports and state MIS reports, student record keeping, and data entry. Assist with the development of the EOPS/CARE/NextUp Program Budget- both restricted &amp; unrestricted funds- in IFAS. Tracked and kept records on past, current, and projected expenses related to EOPS/CARE/NextUp budget. Explain college and EOPS/CARE policies and procedures to students through EOPS program new student orientations and on an everyday basis. Produce and maintain web pages, brochures, flyers, and other material, which support the program and its different functions. Interact in outreach efforts with the internal college community and local High Schools representing the EOPS/CARE/NextUp programs. Evaluate existing procedures for improvement and implementing new office processes to establish smoother work flow between students and counselors.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement due to resignation</li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Legal mandates- this is a required position in support of categorical programs: EOPS/CARE/CAYFES</li> <li>○ Critical threshold of support services- this position represents a critical threshold of classified support for several programs housed under the EOPS categorical umbrella</li> <li>○ Essential supervision- this individual provides essential guidance a direction for program members and student staff.</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? Unrestricted / <b>Restricted</b></li> <li>○ Smartkey Salary Object: <b>1335594-2110</b></li> <li>○ Annual Salary at Step B: <b>\$51,732</b></li> </ul> |

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

**11/1/2021**

Date

| Site   | Position   | Justification  |
|--|--|--|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>Health Services Nurse</p> <p><b>Position #:</b><br/>CL-00345</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> 45</p> <p><b>Department:</b><br/>Student Affairs</p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Performs health and wellness exams, disease prevention counseling, and health education and provides resources and health information to all students</li> <li>○ Provides direct nursing and urgent care and consults with other health care providers to solve difficult patient care problems</li> <li>○ Promotes health and wellness ideals while facilitating access to the health care system</li> <li>○ Serves as a clinical expert who utilizes specialized knowledge with skill and competency in the delivery of safe individualized care</li> <li>○ Responds to injuries, medical needs and mental health situations on campus, in the classroom and in Health Services</li> <li>○ With health promotion, intervention and empowerment a student is able to remain in class and participate fully</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><br/>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Legal mandates             <ul style="list-style-type: none"> <li>○ The Education Code and/or Board of Registered Nursing lists the required nurse functions to be performed by a licensed Registered Nurse. The Health Services Nurse is essential for providing first aid, health assessment and treatment, mental health counseling and crisis intervention and referrals, health education, and community partnerships (HSACCC Position Statement 3-2010). Health Services must provide health services to all students enrolled by Grossmont College who have paid the Health Fee. Health Services must have sufficient Registered Nurse staff to serve a student population of more than 18,500 students on campus and on-line. Health Services needs to provide services that allow access by all students.</li> </ul> </li> <li>○ Accreditation requirements</li> <li>○ Health and safety priorities             <ul style="list-style-type: none"> <li>○ The nurse must follow the standards and laws established by the California Registered Board of Nursing which remain high in the national nursing standards. Nursing care standards will be maintained at a high level by the input of our contracted physician. Student Health Services works to maintain appropriate liability insurance. Student Health services ensures proper operation of the campus servicing</li> </ul> </li> </ul> |

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|  |  | <p>a resource to emergency planning operations and often as the first place for assessment of a student by a health care professional after injury.</p> <ul style="list-style-type: none"> <li>○ Critical threshold of instruction or support services <ul style="list-style-type: none"> <li>○ Student Health Services supports student health and well-being enabling our students to fully engage and complete their educational goals. Currently we are serving our 19,000 plus students with one full time Supervisor, who sees an average of 500 students/year, one full time Registered Nurse, who sees an average of 1550 students per year and one full time Health Specialist who has contact with 1500 students through outreach programming and activities. The National Association of School Nurses recommends a registered nurse to student ratio of 1:750 for students in the general population although a 1:1 ratio may be necessary for emergency or high acuity students.</li> </ul> </li> <li>○ Essential supervision</li> <li>○ <b>Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes</li> <li>○ Funding Source? Restricted</li> <li>○ Smartkey and Salary Object: 1334091-2110 (Classified Salaries) <ul style="list-style-type: none"> <li>○ Annual Salary at Step B: \$71,604</li> </ul> </li> </ul> </li> </ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**11/1/2021**

Date

| Site   | Position   | Justification   |
|--|--|---|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | <p>Please include:</p> <p><b>Position Title:</b><br/>           Science Laboratory Technician II<br/>           (AOJ Department – Forensic Technology)</p> <p><b>Position #:</b><br/>           IA-00143</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> 32</p> <p><b>Department:</b><br/>           Administration of Justice (Forensic Technology)</p> | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Forensic and Fingerprint Laboratory Management; assist instructors with planning indoor &amp; 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.</li> <li>○ 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.)</li> <li>○ 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.</li> <li>○ Assist students with laboratory equipment (malfunctions, troubleshooting equipment problems) freeing up instructors to provide curriculum instruction rather than handling equipment issues.</li> <li>○ During COVID-19, assist with student social distancing, temperature checks, disinfecting of all equipment between student use.</li> <li>○ Additional work includes in-person and virtual high school outreach, career fairs, and forensics and AOJ Department demonstrations.</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 - X</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><br/>           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> </ul> <p>Various caustic chemicals are used in our forensic technology and fingerprint courses. Students are given the proper PPE and use the</p> |

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|  |  | <p>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 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"> <li>○ Critical threshold of instruction or support services<br/>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.</li> <li>○ Essential supervision<br/>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.</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? <input checked="" type="radio"/> Yes / No</li> <li>○ Funding Source? Unrestricted / Restricted</li> <li>○ Smartkey and Salary Object: 1370001-2210</li> <li>○ Annual Salary at Step B: \$48,756</li> </ul> |
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
September 20, 2021

Date

| Site   | Position   | Justification   |
|--|--|---|
| <input type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input checked="" type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br><br><b>Director of Human Resources</b><br><br><b>Position #:</b><br><br><b>MG-0148</b><br><br><b>FTE: 1.0</b><br><br><b>Level: M-10</b><br><br><b>Department:</b><br><br><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 benefits, ensuring compliance with laws, policies and procedures.</li> <li>○ Policy formulation</li> <li>○ Serve on negotiation teams with select unions and/or meet and confer groups</li> <li>○ Respond to complaints and grievances, investigate discrimination and harassment complaints for employees</li> <li>○ Supervising, managing and providing leadership on all HR department functions</li> <li>○ Responsible for all district wide HR policies and procedures</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><br/>           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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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
STRATEGIC HIRE REQUEST**

**10/6/2021**

Date

| Site   | Position  | Justification   |
|--|---|---|
| <input type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input checked="" type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Human Resources<br>& Labor Relations<br>Specialist<br><br><b>Position #:</b><br>Z-00008264<br><br><b>FTE:</b><br>1.0<br><br><b>Level:</b><br>CONF - H<br><br><b>Department:</b><br>Human Resources | <ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Provide technical assistance and performs a variety of responsible duties to coordinate and facilitate human resources and labor relations operations</li> <li>○ Analyze departmental activities and documents for compliance with District policies and governmental rules and regulations</li> <li>○ Prepare a variety of legal documents and materials such as contracts, side letters, and settlement agreements</li> <li>○ Participate in informal and formal sexual harassment and discrimination complaint investigation and fact-finding activities</li> <li>○ Research a wide variety of complex information requests related to Human Resources and Labor Relations</li> </ul> </li> <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy included in the budget</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>Unrestricted General Fund</b></li> <li>○ SmartKey and Object code: <b>11114501-2110</b></li> <li>○ Annual Salary at Step B: <b>\$66,408 plus benefits</b></li> </ul> </li> </ol> |
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