

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
11/19/2021

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Librarian #2 Position #: LB-00009 FTE: 1.0 Level: Department: Library	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Reference service, which involves directly helping students with devising and executing information search strategies for assignments. ○ Library orientations for individual classes. ○ Collection development for books, databases, online journals, etc. ○ Manage electronic resources. ○ Conduct outreach to faculty and students about information resources and search tools available via the library and providing training on how to use them skillfully. ○ Support the new Library Services Platform (LSP). <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget. We currently have a position open for Librarian #1. The librarian #2 position is ranked is #5 on the Faculty hire priority list, and hiring 2 librarians this round would be efficient. <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Accreditation requirements ACCJC standards indicate that institutions should rely on appropriate expertise of faculty, including librarians, to select and maintain educational equipment and materials to support student learning and enhance the achievement of the mission. ○ Critical threshold of instruction or support services This position would address a critical threshold of instruction. According to the Academic Senate for California Community Colleges, the minimum number of faculty librarians for a college with FTES of 5001 – 7000 is 5. We currently have 0 librarians. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1441001-1220 ○ Annual Salary at Step 1 Class II: \$59, 842

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Vice President, Administrative Services Position #: MG-00075 FTE: 1.0 Level: Confidential Administrator - 12 Department: Administrative Services	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ This position serves as the chief business officer of the college for all campus business services, including budget development and control, and the preparation and maintenance of required records and reports. In concert with department managers and/or supervisors, coordinates the college fiscal/administrative operations and facilities. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Critical threshold of support services – This position is critical to the Administrative Services division and the college as a whole. The position serves as CBO for the college. ○ Essential supervision – The VPAS position provides essential supervision of the budget, facilities, Cashier’s Office, and Business Services office. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1427001-2150 ○ Annual Salary at Step B: \$140,412

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
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12/6/2021**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Career and Job Development Services Supervisor Position #: SU-00023 FTE: 1.0 Level: S-I Department: Counseling Services	<ul style="list-style-type: none"> • Key responsibilities of position: <ul style="list-style-type: none"> • Organize, coordinate and oversee the day-to-day operations and activities of the Career Center and Student Employment Office • Plan, develop and provide services and programs to inform and assist students in career guidance and employment • Supervise and evaluate the performance of assigned staff • Current status of position: <ul style="list-style-type: none"> ○ Filling a new position ○ This position has been vacant for many years. 75% of the position will be funded by restricted funds and 25% will be funded by SSSP. ○ <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes ■ Org Mod approval date <u> </u> Jan 2019 <u> </u> • Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Critical threshold of educational or support services – This position is critical to provide support services in the area of career- will interview and advise students concerning career planning, educational and occupational goals, job search techniques and employment-related issues and concerns. ○ Essential supervision – Career Center is a critical need for counseling/student services and instruction. This position will direct the day-to-day activities of the Student Employment, and Career Center; monitor workflow and develop procedures to assure efficient and effective center operations. We currently are running the center with student hourly staff. • Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? <ul style="list-style-type: none"> ■ 1464396-2120 CalWORKs – 50% ■ 1476498-2120 Strong Workforce – 25% ■ 1433096-2120 SSSP – 25% <p>i. Annual Salary at Step B: 70,362</p>

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: <i>Child Development Center Aide</i></p> <p>Position #: CL-00384</p> <p>FTE: 1.0</p> <p>Level: 12</p> <p>Department: <i>Child Development</i></p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Providing care for a classroom of preschool children and interacting with the children in a developmentally appropriate manner, which may include curriculum development and implementation. ○ Set up and clean up classroom, outdoor play area, workroom and kitchen as needed. ○ Assist in observations and assessments of children’s development. ○ Assist children with toileting and/or diapering as required. ○ Attend required staff meetings. ○ Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established District and Child Development Center safety procedures and regulations. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ● Filling a replacement position included in the budget -Filling a vacancy (Nicole Kovacs resigned) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services ● Essential supervision – position necessary to maintain adult-child ratios in the classroom at all times; insure a classroom staff member is present to open/close the classroom. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ● Is position included in the current budget? Yes ○ Funding Source? Restricted – State General Child Care ○ Smartkey and Salary Object: 1424894-2110 ○ Annual Salary at Step B: \$27,000 +benefits

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Evaluations Advisor Position #: CL-00651 FTE: 1.0 Level: 38 Department: Admissions & Records	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Verifying graduation eligibility for entire student population ○ Verifying transfer eligibility for partial student population ○ Conferral of degrees and certificates for entire student population ○ Posting of transfer credits to student records from external institutions ○ Maintenance of degree audit system to reflect changes in curriculum 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services – Staffing in Evaluations at Cuyamaca College requires, at a minimum, two full time Evaluations Advisors to meet the time sensitive and critical needs of students pursuing graduation and transfer. ○ Essential supervision 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget: Yes ○ Funding Source: Unrestricted ○ Smartkey and Salary Object: 1432001-2110 ○ Annual Salary at Step B: \$58,224

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Career Services Specialist</p> <p>Position #: CL-00350</p> <p>FTE: 100%</p> <p>Level: Range 28</p> <p>Department: Career Services:</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of specialized duties to provide services to students in assigned student services area such as Counseling, Disabled Students Programs & Services (DSPS), Extended Opportunities Programs & Services (EOPS), Athletics, Student Placement, etc. ○ Organize and coordinate office activities in assigned area to assure timely and efficient office operations. ○ Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required. ○ Greet office visitors and answer telephones; screen and refer calls, schedule appointments and meetings or take messages as appropriate. ○ Answer questions and provide specialized information and assistance to students, instructors and others in assigned area of student services. ○ Communicate with other district departments and personnel, local high schools, community organizations and other outside organizations and agencies to exchange information and coordinate activities. ○ Type a variety of materials such as reports, correspondence, memoranda, forms and other materials. ○ Attend conferences and meetings as required. Participate in planning and developing departmental operations and procedures; coordinate and participate in special events as required. ○ Compile and prepare statistical and other reports and records as assigned. ○ Maintain various records and files related to students, supplies and specialized functions of assigned area; compile information for reports as required. ○ Perform a variety of clerical duties such as preparing and duplicating materials, ordering office supplies and other materials and distributing mail. ○ Operate standard office equipment (e.g. calculators, personal computer, copiers, scantrons, etc.) ○ Train and provide work direction to student assistants and hourly personnel as assigned; assign and review work; may participate in screening processes of hiring procedures. ○ Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations. ○ Maintain currency of qualifications for area of assignment. ○ Perform related duties as assigned. <p align="right">-Specific details of all these functions is available.</p>

		<p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget This is for a position to be filled for replacement, due to a staff resignation for retirement. <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Critical threshold of instruction or support services- This position provides a critical threshold of support as the only classified position currently assigned to career services. This appointment provides essential oversight of the center and direct support to the career services supervisor. ○ Essential supervision- This position provides essential supervision of career ambassadors, as well as direct supervision of students within the career services center. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Restricted ○ Smartkey and Salary Object: 1372391-2110 ○ Annual Salary at Step B: \$43,320 +benefits

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Student Services Specialist Position #: CL-00350 FTE: 100% Level: Range 28 Department: Career Services:	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of specialized duties to provide services to students in assigned student services area such as Counseling, Disabled Students Programs & Services (DSPS), Extended Opportunities Programs & Services (EOPS), Athletics, Student Placement, etc. ○ Organize and coordinate office activities in assigned area to assure timely and efficient office operations. ○ Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required. ○ Greet office visitors and answer telephones; screen and refer calls, schedule appointments and meetings or take messages as appropriate. ○ Answer questions and provide specialized information and assistance to students, instructors and others in assigned area of student services. ○ Communicate with other district departments and personnel, local high schools, community organizations and other outside organizations and agencies to exchange information and coordinate activities. ○ Type a variety of materials such as reports, correspondence, memoranda, forms and other materials. ○ Attend conferences and meetings as required. Participate in planning and developing departmental operations and procedures; coordinate and participate in special events as required. ○ Compile and prepare statistical and other reports and records as assigned. ○ Maintain various records and files related to students, supplies and specialized functions of assigned area; compile information for reports as required. ○ Perform a variety of clerical duties such as preparing and duplicating materials, ordering office supplies and other materials and distributing mail. ○ Operate standard office equipment (e.g. calculators, personal computer, copiers, scantrons, etc.) ○ Train and provide work direction to student assistants and hourly personnel as assigned; assign and review work; may participate in screening processes of hiring procedures. ○ Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations. ○ Maintain currency of qualifications for area of assignment. ○ Perform related duties as assigned. <p style="text-align: center;">-Specific details of all these functions is available.</p>

		<p>2. Current status of position:</p> <ul style="list-style-type: none">○ Filling a replacement position included in the budget This is for a position to be filled for replacement, due to a staff resignation for retirement. <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none">○ Critical threshold of instruction or support services- This position provides a critical threshold of support as the only classified position currently assigned to career services. This appointment provides essential oversight of the center and direct support to the career services supervisor.○ Essential supervision- This position provides essential supervision of career ambassadors, as well as direct supervision of students within the career services center. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">○ Is position included in the current budget? Yes○ Funding Source? Restricted○ Smartkey and Salary Object: 1372391-2110○ Annual Salary at Step B: \$43,320 +benefits

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Information Systems Business Analyst Position #: New FTE: 1.0 Level: 48 Department: District IT	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Analyze user requirements, procedures, and problems to automate processing or to improve existing computer systems; ○ Implement, monitor, maintain, and enhance functions of the enterprise resource planning (ERP) system ○ Organize, coordinate, and schedule projects and work assignments to manage the integration and utilization of the ERP system ○ Participate in the preparation and accuracy of state and federal reports used for funding determination and compliance verification. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? In Progress ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? In Progress ■ Org Mod approval date _____ 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ This position will be critical in responding to the ever increasing and changing needs around MIS data collection and the need to ensure the quality of that data used by the District for reporting and making informed decisions. This position would be focused on ensuring the quality and integrity of data in the enterprise database and external data repositories, and for submitting of required data reports to state, federal and other agencies. Funding for this position will come from defunding a Programmer Analyst position that will be vacant at the end of the year. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted General Fund ○ Smartkey and Salary Object: 1113501-2110 ○ Annual Salary at Step B: \$78,240