

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

**1-5-22**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> Custodial Supervisor – Day/Swing Shift</p> <p><b>Position #:</b> SU-00006</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> S-G</p> <p><b>Department:</b> FMO Operations</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Provides supervision of custodial services; organize, schedule, and review custodial work.</li> <li>○ Responsible for maintaining campus classrooms, offices and related facilities and areas in a clean and sanitary condition</li> <li>○ Special event coordination of setups</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> 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>i. OSHA requires safe working conditions for all employees in the state. Custodians keep these environments safe and healthy. There must be clean, safe, and functioning restrooms for the public.</li> </ul> </li> <li>○ Accreditation requirements             <ul style="list-style-type: none"> <li>i. Accreditation Standard III.B. Physical Resources is dependent on having an adequate number of maintenance workers.</li> <li>ii. (III.B.1) The right amount of custodial workers “assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment”.</li> <li>iii. (III.B.2) Bldg 36 facilities satisfy its physical resources through “The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.” The new physical resource requires custodial workers to keep our physical resources running smoothly for a long time.</li> <li>iv. (III.B.3) ”To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment regularly, taking utilization and other relevant data into account.” Ample coverage of custodial workers is required to maintain this effectiveness.</li> </ul> </li> </ul>

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b>  <b>Science Laboratory Technician III - Chemistry</b></p> <p><b>Position #:</b>            IA-00037</p> <p><b>FTE:</b> Classified            Full Time            40 hour per week</p> <p><b>Level:</b> 36</p> <p><b>Department:</b>  <b>Chemistry</b></p>	<p><b>1. Key responsibilities of position:</b></p> <p>Perform a variety of responsible and technical duties related to the organization, coordination and operation of chemistry laboratories and related area. Conceptualize and assemble complex and unique sets of experiment preparations involving vast arrays of chemicals and equipment. Prepare chemical solutions, reagents, unknowns and other laboratory materials, supplies and equipment utilized by chemistry instructors, tutors and students.</p> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Filling a replacement position included in the budget</li> <li><input type="checkbox"/> Filling a restructured position included in the budget             <ul style="list-style-type: none"> <li><input type="checkbox"/> Has an Org Mod been approved? Yes / No</li> <li><input type="checkbox"/> Org Mod approval date _____</li> </ul> </li> <li><input type="checkbox"/> Filling a new position             <ul style="list-style-type: none"> <li><input type="checkbox"/> Has an Org Mod been approved? Yes / No</li> <li><input type="checkbox"/> Org Mod approval date _____</li> </ul> </li> <li><input type="checkbox"/> Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal mandates</li> <li><input type="checkbox"/> Accreditation requirements</li> <li><input checked="" type="checkbox"/> <b>Health and safety priorities</b>              The Chemistry Lab Technician III is responsible for coordinating hazardous waste disposal as well as monitoring the chemicals in the stock room for continuity of safe storage.</li> <li><input checked="" type="checkbox"/> <b>Critical threshold of instruction or support services</b>              The Chemistry Lab Technician III is necessary for preparing labs and maintaining the support needed to run our Chemistry Lab sections. Without a replacement our ability to offer Chemistry Lab Sections will decrease and force the loss of FTES in this area.</li> <li><input type="checkbox"/> Essential supervision</li> </ul> <p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is position included in the current budget? <b>Yes</b></li> <li><input type="checkbox"/> Funding Source? <b>Unrestricted</b></li> <li><input type="checkbox"/> Smartkey and Salary Object: <b>1381001 Chemistry</b></li> <li><input type="checkbox"/> Annual Salary at Step B: <b>\$54,876</b></li> </ul>

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Financial Aid Assistant  <b>Position #:</b> 00039  <b>FTE:</b> 1.0  <b>Level:</b> 25  <b>Department:</b> Financial Aid— Grossmont College	<p><b>1. Key responsibilities of position:</b>            This position performs specialized clerical duties and provides technical assistance in support of financial aid programs and services.</p> <ul style="list-style-type: none"> <li>○ Work closely with students to provide assistance with completion of forms and applications; requirements and restrictions; review completed forms for accuracy and completeness and process application</li> <li>○ Verify supporting documentation</li> <li>○ Operate and trouble shoot scanner hardware and software</li> <li>○ Answer incoming calls; explain departmental policies, procedures and functions</li> <li>○ Read, interpret and apply knowledge regarding regulations, policies and procedures related to student financial aid programs.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ <b>Filling a replacement position</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>            Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Critical threshold of educational or support services – This is a front line position that assist students with application, process incoming paperwork, prepares files for Financial Aid Advisors and is essential in delivering timely financial aid services to our students.</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 / <b>No</b></li> <li>○ Funding Source? <b>Unrestricted</b> / Restricted</li> <li>○ Smartkey and Salary Object: 1331001-2110</li> <li>○ Annual Salary at Step B: \$39,648</li> </ul>

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> Financial Aid Assistant, Sr.</p> <p><b>Position #:</b> 00613</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> 27</p> <p><b>Department:</b> Financial Aid – Grossmont College</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ This position processes campus wide requests for federal work-study and coordinates placement of all positions with departments, faculty and HR. Also determines initial eligibility for federal Direct Loan and coordinates the required monthly reconciliation of the Direct loan program. Also advises students and parents concerning debt management, default prevention and other loan counseling issues.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ <b>Filling a replacement position</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> Please address at least one of the following items:</p> <p>Legal Mandates &amp; Critical threshold of educational services – the Grossmont College Financial Aid office processes over 20,000 applications each year and awards more than 30 million dollars in federal, state and institutional aid. This position is crucial to maintaining critical support services offered directly to our neediest students and to meet continued legal requirements for coordination and implementation of the federal Work-study and Direct Loan programs.</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>○ 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 / <b>No</b></li> <li>○ Funding Source? Unrestricted / <b>Restricted</b> BFAP</li> <li>○ Smartkey and Salary Object: 1331091</li> <li>○ Annual Salary at Step B: \$42,060</li> </ul>

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1/05/2022

Date

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> Associate Vice Chancellor, Technology</p> <p><b>Position #:</b> Z-00009806</p> <p><b>FTE:</b> 1.0</p> <p>Confidential Administrator – Grade 12</p> <p><b>Department:</b> Information Technology-District Services</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ The AVC will oversee the entire Information Technology department and provide critical leadership, planning, development, and implementation of projects and maintain and enhance current operations. The AVC will work with the Chancellor and the appropriate advisory committees of the District and the colleges to develop goals and plans for technology. The AVC will also will be responsible for assessing the districtwide IT needs and providing appropriate training resources for the IT department.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Currently position is filled with an interim AVC. Position is included in the current budget.</li> </ul> <p><b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:</p> <p>This position is critical for the strategic leadership and management of the IT department. The position is also necessary for maintaining the critical threshold of technical services for the District.</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> / No</li> <li>○ Funding Source? <b>Unrestricted</b> / Restricted</li> <li>○ Smartkey and Salary Object: <b>1113501-2150</b></li> <li>○ Annual Salary at Step B: <b>\$140,412</b></li> </ul>