

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
2/25/2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b> Vice Chancellor Human Resources  <b>Position #:</b> MG-00020  <b>FTE:</b> 1.0  <b>Level:</b> Cabinet Level Grade 16  <b>Department:</b> Human Resources	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Serves as the District's chief human resources expert and is responsible for the administration and management of a comprehensive human resources program to support the mission of the District and the colleges</li> <li>○ Oversees recruitment, benefits administration, employee relations, equal employment opportunity and Title IX compliance, workers' compensation, classification, compensation, diversity, employee and professional development</li> <li>○ Serves as the district's chief negotiator</li> <li>○ Directs the comprehensive recruitment, successful retention, and promotional opportunities of a diverse and high quality workforce</li> <li>○ Plans, develops, and recommends human resources policies, procedures, and objectives</li> <li>○ Leads the District in monitoring and complying with all institutional, county, state, and federal requirements</li> </ul> </li> <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy due to a resignation. Position is included in the budget.</li> </ul> </li> <li><b>3. Strategic Staffing Rationale:</b> <ul style="list-style-type: none"> <li>○ This position is critical for the strategic leadership and management of the Human Resources division</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? <u>Yes</u> / No</li> <li>○ Funding Source? <u>Unrestricted</u> / Restricted</li> <li>○ Smartkey and Salary Object: <b>1114501-1230</b></li> <li>○ Annual Salary at Step B: <b>\$199,728</b></li> </ul> </li> </ol>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**February 25, 2022**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Business Services Specialist  <b>Position #:</b> CL-00323  <b>FTE:</b> 1.0  <b>Level:</b> Classified Range 26  <b>Department:</b> Business Communications Services	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Campus Switchboard Operator</li> <li>○ Assist Students/Faculty/Staff at counter</li> <li>○ Process incoming/outgoing mail</li> <li>○ Maintain a variety of financial records, reports and files</li> <li>○ Process campus facility requests &amp; reports</li> <li>○ Maintain the online phone directory database</li> <li>○ Issue building keys and access fobs, maintain database</li> <li>○ Assist faculty/staff with phone setup and issues</li> <li>○ Assist with travel arrangements</li> <li>○ Assist with managing campus mailboxes</li> </ul> </li>   <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ <b>Filling a position that has been frozen, but utilizing funding from a second Business Communications position (Mail Processor CL-00054) that is in the current-year budget, but is not being filled.</b></li> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale:</b>                Please address at least one of the following items:               <ul style="list-style-type: none"> <li>○ Legal mandates</li> <li>○ Accreditation requirements</li> <li>○ Health and safety priorities</li> <li>○ <b>Critical threshold of instruction or support services</b></li> <li>○ Essential supervision</li> </ul> </li>   <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes / <b>No (see above)</b></li> <li>○ Funding Source? <b>Unrestricted</b> / Restricted</li> <li>○ Smartkey and Salary Object: 1328001-2110</li> <li>○ Annual Salary at Step B: \$40,836</li> </ul> </li> </ol>

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**2/25/2022**

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> Student Services Assistant</p> <p><b>Position #:</b> CL-00114</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> 25</p> <p><b>Department:</b> Counseling Center</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>• Explain college and counseling policies and procedures to students; schedule counseling appointments and maintain related records.</li> <li>• Provide a wide variety of information and assistance to students regarding transfer requirements, graduation requirements and selected major requirements according to established guidelines and procedures.</li> <li>• Obtain district and other college transcripts for counselors utilizing filing and data processing system.</li> <li>• Make referrals and assist students in the use of the Center, library, job placement and financial aid offices and other resource facilities on and off campus.</li> <li>• Provide technical assistance and information to students regarding records, registration, EOPS, career, interest, aptitude test or counseling services; refer students with professional needs to a counselor.</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 due to a retirement</li> </ul> <p><b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Legal mandates</li> <li>○ Accreditation requirements</li> <li>○ Health and safety priorities</li> <li><b>X Critical threshold of instruction or support services</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? Yes</li> <li>• Funding Source? Unrestricted</li> <li>• Smartkey and Salary Object: 1333005-2110</li> <li>• Annual Salary at Step B: \$39,648 (Monthly \$3304)</li> </ul>