

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
03/09/2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: HR Technician Position #: CL-00686 FTE: 1.0 Level: CL-35 Department: Human Resources	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> • Assist in the administration of Human Resources program, including Employment, Employee Relations, Legal Services, and Benefits. • Develop and maintain an hourly applicant pool. Oversee collection of short term hourly, student, and other temporary workers requests. • Prepare and maintain personnel records and related files and documents of classified, academic, and hourly staff in compliance with state employment regulations. 2. Current status of position: <ul style="list-style-type: none"> ○ This is a replacement due to resignation 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 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: 1114501-2110 ○ Annual Salary at Step B: \$51,732 plus benefits

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Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: HR Coordinator – Labor Relations (2 positions)</p> <p>Position #: New Positions - TBD</p> <p>FTE: 2.0</p> <p>Level: Conf.-Level I</p> <p>Department: Human Resources</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Provides technical assistance and performs a variety of responsible duties to coordinate and facilitate human resources and labor relations operations. • Assists with functions of the District Negotiation teams including taking and transcribing notes and proposals from collective bargaining negotiation sessions. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Both positions are new and will be funded within restructuring of the HR division <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Critical threshold of support services <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 General Fund ○ Smartkey and Salary Object: 1114501-2130 ○ Annual Salary at Step B: \$70,728 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

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Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Information Systems Business Analyst – 2 Positions</p> <p>Position #: Z-00010678 Z-00010679</p> <p>FTE: 2.0</p> <p>Level: 48</p> <p>Department: Educational Support Services</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Act as a liaison between the functional needs of the systems and translating into technical solutions. ○ Provides districtwide support in all student communication, testing of new functionality, compliance with regulatory changes, user documentations, and assisting with districtwide needs to support both colleges. ○ Work with appropriate college and district managers and staff to analyze current processes, develop solutions and configure systems to meet academic, business and federal/state requirements <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Both positions are new positions created and Board approved on 3/7/2022. The planned reorganization of Student and Institutional Success unit to Educational Support Services resulted in the need for 2 Business Analyst positions to assist in the support for students and instructional support system needs. Included in the reorganization, the defunding of the Vice Chancellor and the creation of the Associate Vice Chancellor position, and the elimination of Executive Assistant III position. The cost savings will fund the two new Business Analyst positions. <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Critical threshold of support services <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 General Fund ○ Smartkey and Salary Object: 1111301-2110 ○ Annual Salary at Step B: \$78,240

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Health & Safety Specialist – 2 positions</p> <p>Position #: CL-00057 Z-00010683</p> <p>FTE: 2.0</p> <p>Level: CL-38</p> <p>Department: Human Resources</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Campus-based position. One FTE at each campus • Ensures compliance with legal mandates, statutes, and District rules, policies, procedures and practices of health and safety • Assists in activities to comply with CAL/OSHA and other federal, state, county regulations. • Serves as the liaison for the district with insurance programs providing student insurance, public liability, property damage, and other insurance related matters as assigned <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ One position is a new position and the other one is filling a vacancy. Both positions will be assigned to the campuses and will be funded with Federal Stimulus Funds for the first year. <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Critical threshold of support services <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 General Fund ○ Smartkey and Salary Object: Federal Stimulus Fund-2110 ○ Annual Salary at Step B: \$58,224 plus benefits

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: HR Coordinator - Benefits Position #: New Position -TBD FTE: 1.0 Level: Conf.-Level I Department: Human Resources	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> • Administer, coordinate and implement benefits for all active and retired employees. • Provide oversight and assistant in regard to general benefits of employment. • Ensure compliance with laws, policies and procedures. • Implement benefits changes and develop communication regarding changes. 2. Current status of position: <ul style="list-style-type: none"> ○ This is a new position created and Board approved on February 15, 2022. This position will replace MG-00148 Director, Human Resources. 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Critical threshold of support services 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: 1114501-2130 ○ Annual Salary at Step B: \$70,728 plus benefits

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3/9/2022

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Director, Risk Management</p> <p>Position #: MG-00003</p> <p>FTE: 1.0</p> <p>Level: M-8</p> <p>Department: Human Resources</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Develop, plan, organize and direct district programs for Occupational and Environmental Health/Risk Management in order to ensure legal compliance with health, safety and environmental codes ○ Manage insurance programs for the District such as Workers' Compensation, student insurance, public liability, and property damage ○ Counsel with employees experiencing a work-related illness or injury as appropriate; assist in the investigation of work-related injuries; assist in evaluating work stations to ensure a safe workplace environment ○ Represent and act for the District with insurance carriers in claim settlements as appropriate ○ Oversight and coordination with the colleges regarding hazardous materials maintenance and disposal ○ Oversee the District regulatory compliance efforts in matters relating to Occupational Safety and Health and Workers' Compensation, and ADA <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ This is a new position established and approved by the Governing Board on February 15, 2022 due to the Human Resources restructure. The position will be funded by defunding the Human Resources Coordinator position CO-00012 <p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> ○ This position is critical for the leadership and management of the Risk Management department <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? <u>Yes</u> / No ○ Funding Source? <u>Unrestricted</u> / Restricted ○ Smartkey and Salary Object: 1114501-2140 ○ Annual Salary at Step B: \$103,652

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Buyer, Senior Position #: CL-00094 FTE: 1.0 Level: Grade 33 Department: Purchasing and Contracts	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> • Review and process requisitions for the purchase of materials, supplies and equipment and services; prepare and issue purchase orders. • Prepare and administer service contracts. • Determine sources of supply; obtain current prices, detailed specifications and shipping and delivery information. • Prepare and write detailed formal specifications for bids; receive bids; tabulate and analyze data; recommend supplier to be awarded based on price and conformance to specifications. • Prepare and award informal bids /in assigned categories in accordance with established guidelines. • Communicate with district departments and personnel to provide information and assistance concerning specifications, sources, prices, availability and related matters; provide recommendations concerning substitutes or alternates as necessary. • Develop and maintain records and files related to buying activities, such as records of contracts and agreements, purchase orders and requisitions, and procurement card purchases. 2. Current status of position: <ul style="list-style-type: none"> ○ Replacement due to a retirement 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 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: 1118501-2110 ○ Annual Salary at Step B: \$50,220 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

March 9, 2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Dean, Athletics, Kinesiology & Health Education</p> <p>Position #: MG-00101</p> <p>FTE: 1.0</p> <p>Level: MG10</p> <p>Department: Office of Instruction</p>	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ <i>Plan, organize and direct operations of the Athletics, Kinesiology and Health Education division at Cuyamaca College</i> ○ <i>Manage, evaluate and coordinate academic subject areas and student services in accordance with legal requirements, district policies and sound instructional and student services principles and practices.</i> ○ <i>Supervise and evaluate the performance of certificated and classified personnel</i> 2. Current status of position: <ul style="list-style-type: none"> ○ <i>Filling a replacement position included in the budget</i> 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 <i>This is a critical position for the foundational support of the instructional division, the office of instruction and the college related to operational services and student support services.</i> ○ Essential supervision <i>this position offers essential supervision of the 24 department/discipline areas of the college in facilitating enrollment management, scheduling oversight, curriculum updates, and basic operational functions for those areas.</i> 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: 1436501-1240 ○ Annual Salary at Step B: MG10/Step B = \$123,264

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: General Counselor/Articulation Officer</p> <p>Position #: CN-00030 Counselor</p> <p>FTE: 100%</p> <p>Level: Class IV/6 11 mo.</p> <p>Department: Counseling</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • The (Counselor) Articulation Officer position will initiate, develop, maintain and disseminate written, approved general education/breadth, major preparation, course-by-course, and transferable course articulation agreements with the California State University, University of California, California Independent Colleges and Universities and select out-of-state colleges and universities • Develop and maintain computerized articulation system • Work closely with counselors and other faculty to review articulation issues and assist in resolving problems • Work with appropriate faculty, department Chairs, Deans, Academic Senate and other appropriate committees on the campus to facilitate the development of articulation agreements Regular/contract counselors participate in the planning, implementation, and evaluation of educational programs, courses and other experiences that will directly result in the educational growth of the students and support advancement of the visions, missions and values of the college and District. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Critical threshold of instruction or support services <p>Overall, students who received General Counseling services in academic years 2016-2017, 2017-2018 and 2018-2019 had better outcomes (e.g., course retention, course success and fall-to-spring persistence) than students who did not receive these services. It is clear that students are positively impacted when they receive counseling services. This Counseling position is critical to the curriculum and transfer functions of our college, The General Counselor/Articulation Officer position is a liaison with our four-year partnerships for curriculum, Ethnic Studies, and transfer and reviews MOUs with local colleges and universities for BA (and other) programs. This position is critical for the educational growth of the students and support advancement of the visions, missions and values of the college and District.</p> <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: 1433002-1220 ○ Annual Salary at Step B: \$76,548

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Dean, Math, Science & Engineering</p> <p>Position #: MG-00060</p> <p>FTE: 1.0</p> <p>Level: MG10</p> <p>Department: Office of Instruction</p>	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ <i>Plan, organize and direct operations of the Math, Science & Engineering division at Cuyamaca College</i> ○ <i>Manage, evaluate and coordinate academic subject areas and student services in accordance with legal requirements, district policies and sound instructional and student services principles and practices.</i> ○ <i>Supervise and evaluate the performance of certificated and classified personnel</i> 2. Current status of position: <ul style="list-style-type: none"> ○ <i>Filling a replacement position included in the budget</i> 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 <i>This is a critical position for the foundational support of the instructional division, the office of instruction and the college related to operational services and student support services.</i> ○ Essential supervision <i>This position offers essential supervision of the 24 department/discipline areas of the college in facilitating enrollment management, scheduling oversight, curriculum updates, and basic operational functions for those areas.</i> 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: 1425001-1240 ○ Annual Salary at Step B: MG10/Step B = \$123,264

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Date

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Athletic Eligibility Advisor Position #: Z-00006499 FTE: 0.5 11 month Level: CSEA/CL-33 Department: Athletics	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Provide information and assist the student athletes in compliance with the California Commission on Athletics (COA), the National Collegiate Athletic Association (NCAA) Division I and II and other four-year institution rules and regulations. ○ Investigate, determine and certify the eligibility status of prospective, new, transfer, and red_shirt student athletes as assigned; research and respond to inquiries; examine transcripts and tracer reports in support of functions required to adhere to rules and regulations of COA and NCAA. ○ Interpret, apply and explain COA, NCAA and institutional rules and regulations related to the Athletic Department. ○ Coordinate with Counseling Office and Evaluations in evaluating college transcripts and their impact on a student athlete's athletic eligibility and educational plan. ○ Work with individual coaches in providing academic eligibility updates by monitoring student enrollment, providing academic progress reports on athletes and answering COA and NCAA eligibility questions. ○ Perform specialized clerical duties to support athletic eligibility functions; type a variety of materials such as reports, correspondence, memoranda, forms and other materials. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <p>3. Strategic Staffing Rationale: Please address at least one of the following items: This position assures that student participating in Athletics will have access to knowledgeable and effective planning / guidance as stated in accreditation standard 1- "The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students." (ACCJC)</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Health and safety priorities ○ Critical threshold of instruction or support services <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: 1436507-2117 ○ Annual Salary at Step B: CL33/Step B/11 month = \$46,035/2 = 23,017

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: <i>Graphic Designer</i> Position #: Z-00008323 FTE: 1.0 Level: C.36 Department: <i>College & Community Relations</i>	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Plan, design, prepare finished art for promotional, educational, marketing, directional, etc. purposes ○ Design and produce institutional documents – class schedules, catalogs, commencement materials, etc. ○ Obtain cost estimates and quotes from vendors and suppliers, order required materials, and use established procurement procedures. ○ Operate specialized equipment including Macintosh computer, drafting machines, scanners, large format printers, laminators, still and video camera. ○ Schedule and coordinate simultaneous projects, including photo shoots, copywriting, printing, signage, graphic design, social media graphics, etc. ○ Originates and coordinates instructional and promotional products for administration, foundation, district, faculty, staff, and students. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ Position has been on hold due to pandemic. 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Critical threshold of instruction or support services ○ This is a critical position for the foundational operations of the college. Position will design and archive institutional documents such as class schedules, catalogs, signage, promotional materials, photography, and social media graphics. 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: 1421004 ○ Annual Salary at Step B: \$54,876

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Master Class Scheduler</p> <p>Position #: CL-00122</p> <p>FTE: 1.0</p> <p>Level: CL-32</p> <p>Department: Instructional Operations</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform complex and specialized duties to coordinate, construct and maintain the master class schedule; generate reports, prepare and maintain related records, files, lists and other materials. The Master Scheduler is responsible to enter and maintain approximately 1,600 course sections combined for spring and fall semesters and approximately 120 for summer. ○ Code and enter data on a personal computer for a wide variety of instructional records including non-degree and basic skills flags, work experience student status, course description information such as Taxonomy of Programs (TOPS) course classification code, general education, transfer code, units, load, and course notes including descriptors, section notes and prerequisites. ○ Assign and verify the accuracy of codes and class contact hour calculations in compliance with State regulations and district policy. ○ Process Board approved curriculum additions, deletions and modifications in the student information management system and the class schedule. ○ Prepare and distribute class schedule data, schedule packets, line sheets, page proofs and other related materials as required. ○ Prepare and maintain a variety of records, files, lists, rosters and reports related to master class schedule functions; prepare and distribute lists, schedules, memoranda, and other materials as required. ○ Prepare and distribute faculty summary reports. Generate student surveys in Watermark (formerly EvaluationKit). ○ Communicate with other departments regarding cancellations of classes and class additions. ○ Process and input changes to the class schedule; verify instructor load data, inform Deans regarding load and schedule discrepancies. ○ Answer questions and provide assistance to administrators, faculty, personnel, students and the public concerning scheduling functions; assist in admissions and records operations as related to the duties of this position. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget. Opening occurred with the promotion of previous class scheduler to Business Services Supervisor at Cuyamaca College, listed on the January 2022 Governing Board docket. <p>3. Strategic Staffing Rationale:</p> <p>Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ <u>Legal mandates</u> and <u>critical threshold</u> of educational or support services: The individual in the position is responsible for all

		<p>attendance accountability by calculating contact hours as required in Title 5 and the student attendance accounting manual. The class schedule is critical to all educational and support services campus-wide as well as a guidance tool for students as they plan their educational goals. All course deletions, modifications, and additions approved by the Curriculum Committee and the Governing Board are built in Colleague and revised as necessary by the Master Class Scheduler.</p> <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: 1424006-2110○ Annual Salary at Step B: \$48,756