

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
3-24-2022**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Art Instructor Position #: IN-00128 FTE: 1.0 Level: <i>Class IV</i> Department: <i>Art</i>	<ol style="list-style-type: none"> 1. Key responsibilities of position (link) <ul style="list-style-type: none"> ○ Classroom Responsibilities ○ Evaluation of Students ○ Curriculum ○ Student Advising ○ Professional Development ○ Additional Responsibilities 2. Current status of position: <ul style="list-style-type: none"> ○ Other (please specify) - Position will be funded by CCCCCO 21-22 FT Faculty Hiring Allocation. 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: Student success rates have declined since 2015, after the retirement of a FT faculty in 2016, leaving only one FT faculty in the department up until their retirement in December of 2019, resulting in a 100% adjunct department of 14 faculty. This FT request is for a replacement of the recent retirement in December 2019 <ul style="list-style-type: none"> ● Essential supervision 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes - FY22/23 ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1450403-1110 ○ Annual Salary at Step B: \$69,589

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Counselor, General Counseling Position #: CN-00007 FTE: 1.0 Level: IV/6 Department: Counseling	<p>1. Key responsibilities of position:</p> <p>Under administrative leadership, it is the responsibility of the regular contract counselor to participate in the planning, development, implementation and evaluation of counseling and student development that will result in educational, personal and vocational development of students and support advancement of the visions, missions, and values of the colleges and District.</p> <ul style="list-style-type: none"> ○ Experience providing educational counseling for prospective, new and continuing students. ○ Experience counseling students about community college options including certificate, associate's degree and/or transferring to four-year institutions. ○ Experience in the development of educational and career plans at the community college or university level. ○ Training and experience working with individuals and groups in providing personal and crisis counseling. ○ Assist in the articulation process which assures smooth transfer of high school students into the community colleges and appropriate transition of community college students into baccalaureate institutions. ○ Serve as liaison counselor to District high schools. ○ Serve as liaison to college divisions/departments. ○ Participate in the implementation of district policies governing student matriculation and graduation. ○ Conduct group orientation sessions. ○ Provide counseling for students on academic lack-of-progress probation. ○ Teach Personal Development classes in accordance with division needs. ○ Participate in required and scheduled Professional Development week activities each semester in compliance with contractual agreement. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Position will be funded with 2021-22 FT Faculty Hiring Allocation

		<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 ○ Essential supervision <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 essential to increasing the number of Counselors available to serve students. Currently the ratio of Counselors to students at Cuyamaca is highly unfavorable to students. At approximately 8,549 students, we are operating around a 1:1600 ratio of student to Counselor. Wait times to get an appointment with a Counselor are lengthy. Students calling in to get an appointment may be subject to a two to three week wait, which can be exacerbated during peak times. This is harmful to students that have needs which require more prompt attention. Students might be having difficulty in a class; they may be deciding between increasing hours at work or continuing with school or they may simply need to know how to access other supports on campus like tutoring and emergency funding. Waiting several weeks to get questions answered is not ideal and surely results in some students choosing to leave Cuyamaca College.</p> <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? YES for 22/23 ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1433001-1220 ○ Annual Salary at Step B: 75,548

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Campus and Parking Services Supervisor</p> <p>Position #: SU-00062</p> <p>FTE: 1.0</p> <p>Level: S-1</p> <p>Department: Campus and Parking Services</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ The supervisor must work directly with the Public Safety Director to resolve issues and maintain continuity amongst the shifts. ○ The position will provide vehicle and foot patrol of campus. ○ They shall respond to calls for service such as traffic control, unlocking rooms, minor automobile assistance, safety escorts to faculty, staff and students. ○ In addition, the CAPS supervisor shall issue parking citations, observe and report acts of vandalism, thefts and unusual behavior and intrusions to buildings, property and adjacent areas to district police or local law enforcement while supervising employees on duty. <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: 3 items</p> <ul style="list-style-type: none"> ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ Essential supervision <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted Both ○ Smartkey and Salary Object: 1119091/1119400-2110 ○ Annual Salary at Step B: 71,447

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Information Systems Business Analyst</p> <p>Position #: New position</p> <p>FTE: 1.0</p> <p>Level: 48</p> <p>Department: District IT</p>	<p>1. Key responsibilities of position:</p> <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. <p>2. Current status of position:</p> <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 _____ <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ This position will be critical in responding to the existing and future needs around Workday, the HR, Finance and Payroll System. <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: 1113501-2110 ○ Annual Salary at Step B: \$78,240

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Custodian, Sr. – Swing Shift Position #: CL-00151 FTE: 1.0 Level: Classified Range 23 Department: Custodial Services	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Under the direction of an assigned supervisor, maintain campus classrooms, offices and related facilities and areas in a clean and sanitary condition; provide work direction and guidance to custodial personnel as assigned. Provide work direction and guidance to other custodial operations personnel and participate in custodial duties, or work independently at an assigned location. 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"> ○ Health and safety priorities – Maintain facilities in a safe, clean and orderly condition. Assure compliance with established safety procedures and regulations. ○ Critical threshold of support services for an educational institution. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1327602-2110 ○ Annual Salary at Step B: \$37,368

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
March 24, 2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Director of College and Community Relations Position #: MG-00073 FTE: 1.0 Level: M-7 Department: President's Office	<ol style="list-style-type: none"> 1. Key responsibilities of position: This position will direct and implement public, media, college internal communications and community relations. This position also supports enrollment management and college events through marketing activities. 2. Current status of position: <ol style="list-style-type: none"> a. Filling a vacancy 3. Strategic Staffing Rationale: Please address at least one of the following items: <ol style="list-style-type: none"> a. This position provides a critical threshold of educational services to support college planning and decision making on college policies and procedures. 4. Budget Impact – Please specify the following: <ol style="list-style-type: none"> a. Is position included in the current budget? Yes b. Funding Source? Unrestricted c. Smartkey and Salary Object: 1321005 d. Annual Salary at Step B: \$99,355

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Sr. Dean, CPIE Position #: MG-00127 FTE: 1.0 Level: M-11 Department: College Planning and Institutional Effectiveness	<ol style="list-style-type: none"> 1. Key responsibilities of position: This position will oversee all aspects of college planning and its link to districtwide planning. Plan, organize and direct operations and activities involved in the review, analysis, interpretation, and reporting of a variety of data and information used in assessing the institution's effectiveness toward student success. Support and coordinate with college planning, accreditation, decision making, program review, student learning and service outcomes, and determining implications of College practices, policies, measures and procedures. 2. Current status of position: <ol style="list-style-type: none"> a. Filling a vacancy 3. Strategic Staffing Rationale: Please address at least one of the following items: <ol style="list-style-type: none"> a. This position provides a critical threshold of educational services to support college planning and decision making on college policies and procedures. b. The Senior Dean performs that Accreditation Liaison Officer function at Grossmont College. 4. Budget Impact – Please specify the following: <ol style="list-style-type: none"> a. Is position included in the current budget? Yes b. Funding Source? Unrestricted c. Smartkey and Salary Object: 13210031240 d. Annual Salary at Step B: #M/11/B. Includes benefits.

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Science Lab Technician III Biology</p> <p>Position #: IA-00035</p> <p>FTE: Classified Full Time 40 hour per week</p> <p>Level: 36</p> <p>Department: Biology</p>	<ul style="list-style-type: none"> • Key responsibilities of position: Perform or direct other technicians in the maintenance of biology laboratories (sinks, lab tables, counters, models, equipment, and computers in the instructional labs and prep areas) and related areas (i.e., animal house, lath house, greenhouse, exhibit areas, and any other storage facilities) in clean, safe and sanitary conditions. Coordinate and participate in the preparation of complex and unique sets of experimental and instructional materials, for diverse courses in biology including cell and molecular biology, biotechnology, microbiology, anatomy and physiology including preparation of specimens, media, supplies and equipment utilized by instructors, tutors and students. • Current status of position: <ul style="list-style-type: none"> ○ X Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) • Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements <ul style="list-style-type: none"> ○ Health and safety priorities The Lab Tech III works to achieve and maintain efficient and safe operation of the Biology department lab facilities through the monitoring, ordering, and maintenance of supplies needed for Biology lab instruction. The tech also maintains specialized equipment. ○ Critical threshold of instruction The Science Lab Tech III is necessary for the Biology department to maintain the current lab offerings. Failure to replace the position could result in a reduction of offerings in an already highly impacted department. ○ Essential supervision The tech assists instructors and students in the use of advanced instructional equipment. • 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: 1380202_Biology II Biological Sci○ Annual Salary at Step B: \$54,876