

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
4/28/2022**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Athletic Field Maintenance Worker Position #: CL-00246 FTE: 1.0 Level: CL-00246 Department: Administrative Services, Facilities	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Prepare and maintain athletic fields, surrounding landscape areas and facilities. ○ Mark athletic play areas with appropriate marking materials or equipment to delineate the area of play. ○ Prepare clay surfaces for pitching and batting areas ○ Clean and maintain athletic fields, facilities, dugouts, bleachers, and courts. ○ Perform a variety of grounds maintenance to assigned areas. ○ Perform outdoor pest, insect, and weed control to assigned areas. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget 3. Strategic Staffing Rationale: <ul style="list-style-type: none"> ○ Critical threshold of instruction or support services – This is the only position that maintains the athletic fields/areas. Without this position, Grounds may not be able to maintain the athletic fields and surrounding areas. With the return to campus, it is vital that the Grounds department be fully staffed to perform regular maintenance, weeding, and pest/insect control near the athletic fields, bleachers courts, and facilities. 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: 1427701-2210 ○ Annual Salary at Step B: 40,436

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
04/28/2022**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Admissions & Records Assistant Position #: CL-00272 FTE: 1.0 Level: CL-25 Department: Admissions & Records	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Official transcripts ○ Enrollment verifications 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"> ○ <u>Critical threshold of instruction or support services</u> – A&R Assistant is responsible for essential functions including management of official transcripts and enrollment verifications. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Restricted ○ Smartkey and Salary Object: 1433096-2110 ○ Annual Salary at Step B: \$39,648

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

04-28-22

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Athletic Facilities Technician Position #: CL-00310 FTE: 1.0 Level: 21 Department: Athletics	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Maintain and repair physical education and athletic equipment ○ Set-up and take down equipment for athletic events and exercise science classes. Sets and manages schedules of this activity based on consultation with instructors and coaches and on special needs of the class ○ Attend and set-up athletic events as needed according to NCAA regulations ○ Responsible for laundering of towels and athletic uniforms. ○ Responsible for minor maintenance and repair of physical education/athletics facilities ○ Sweep, scrub, clean, mop, dust, use mop (gym), wash down areas assigned, both inside and outside facilities ○ Pick up and deliver education and athletic equipment ○ Other duties as assigned 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"> ○ Accreditation requirements This position addresses critical areas related to accreditation regarding the provision, maintenance, and management of educational and athletic resources as required. These duties will not be provided or provided infrequently if this position is not filled. Without this position the college will fail to fulfill the critical threshold of support services required in current accreditation standards. 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: 1436507-2110 ○ Annual Salary at CL21/Step B 35,220

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

4/28/22

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Administrative Assistant III</p> <p>Position #: CL-00557</p> <p>FTE: 1.0</p> <p>Level: 32</p> <p>Department: Learning & Technology Resources</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform secretarial and clerical duties for assigned administrator and other staff, relieving them of a variety of operational duties. ○ Organize and manage the day-to-day activities of an assigned office to assure efficient and effective office operations. ○ Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions. ○ Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required. ○ Review time entries for staff <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:</p> <ul style="list-style-type: none"> ○ Critical threshold of instruction or support services – This position is critical to supporting LTR operations for Online Learning and Instructional Technology, Library, Tutoring, Instructional Computer Facilities, Media Services, and Web Development ○ 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 ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1441001-2110 ○ Annual Salary at Step B: 48,756

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

4/28/2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Business Services Assistant Position #: CL-00695 FTE: 1.0 Level: CL-24 Department: Administrative Services	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Assist with disbursement of various related college information such as: office hours, special events, email addresses, phone numbers, etc. ○ Greet and assist in-person customers ○ Answer the switchboard lines ○ Assist with campus business office forms processing ○ Assist with campus travel arrangements ○ Assist with mail processing ○ Assist with printing requests 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 instruction or support services – with the return to campus, the Business Office has experienced an increase of in-person visits, form, and requests related to travel, mail, and printing. This position also is the first point of contact for students calling the switchboard. This position is critical to providing regular services to staff, faculty, and students. 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: 1427502-2110 ○ Annual Salary at Step B: 45,960

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

04/28/2022

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 of Counseling</p> <p>Position #: MG-00065</p> <p>FTE: 1.0</p> <p>Level: MG-10</p> <p>Department: Counseling</p>	<ol style="list-style-type: none"> Key responsibilities of position: <ul style="list-style-type: none"> 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. Establish overall goals, objectives and plans; initiate and participate in overall program planning; Communicate statutes, district and college policies and philosophies to division staff. Supervise and coordinate assigned curriculum planning and development; utilize available resources to develop new or revised curriculum; evaluate and recommend instructional materials, equipment and facilities. Communicate and interpret program objectives and offerings to students, staff, faculty, community organizations and others. Perform the hiring, evaluation and retention of assigned faculty and staff according to statutes and Governing Board policy; plan and coordinate orientation and in-service education for professional development of program faculty and staff. Current status of position: <ul style="list-style-type: none"> Filling a replacement position included in the budget <u>Yes</u> Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> Legal mandates <u>Yes</u> Budget Impact – Please specify the following: <ul style="list-style-type: none"> Is position included in the current budget? <u>Yes</u> / Funding Source? <u>Unrestricted</u> <ul style="list-style-type: none"> Smartkey and Salary Object: 1433001-1240 Annual Salary at Step B: \$123,264

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

4/28/22

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Science Lab Tech II-Physical & Natural Science</p> <p>Position #:IA-00096</p> <p>FTE: 1.0</p> <p>Level: 32</p> <p>Department: Math, Science and Engineering Division</p>	<ol style="list-style-type: none"> Key responsibilities of position: <ul style="list-style-type: none"> Assist in the operation and maintenance of instructional labs Maintenance and repairs of laboratory equipment Order supplies Perform specialized/ technical duties to ensure efficient lab operations Ensures labs and prep areas are clean and organized to maintain safety conditions Performs basic procedures and protocols using complex equipment Current status of position: <ul style="list-style-type: none"> Filling a replacement position included in the budget Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> Health and safety priorities: This position is necessary for lab maintenance, equipment repairs, recording use of and ordering supplies for Physics, Earth Science, Astronomy and Engineering instruction. Critical threshold of instruction or support services: This position supports the Engineering & Physical Science department educational programs by setting up labs for classes, ensuring that all supplies are available and appropriately stored, and that all safety measures are followed. Essential supervision 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: 1456401 2210 Annual Salary at Step B: \$48,756

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
4/28/2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Student Services Specialist Position #: CL-00056 FTE: 1.0 Level: 28 Department: Student Services and Special Programs - EOPS	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Perform a variety of specialized duties to provide services to students in Extended Opportunities Programs & Services (EOPS). ○ 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. ○ 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. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget. 3. Strategic Staffing Rationale: <ul style="list-style-type: none"> ○ Legal mandates – Title 5, section 56293: Districts shall insure that colleges under their jurisdiction conducting EOPS programs provide to EOPS students who need them the same programs and services the college offers to all of its credit enrolled students. ○ Accreditation requirements – Standards II.A.5: The College provides services for students, including but not limited to Extended Opportunity Programs and Services (EOPS). ○ Critical threshold of instruction or support services – The Student Services Specialist position provides instructional support to the counseling faculty for student appointments and workshops. ○ Essential supervision – This position provides supervision to student hourlies. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes. ○ Funding Source: Restricted ○ Smartkey and Salary Object: ○ 90% - 1435597-2110 EOPS and 10% 1435590-2110 CARE ○ Annual Salary at Step B: \$43,320

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
4/28/22

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Instructional Computer Facilities Supervisor Position #: SU-00031 FTE: 1.0 Level: S-H Department: Learning & Technology Resources	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Oversee Cuyamaca College Help Desk ○ Supervise help desk and computer tech staff ○ Manage, track, and implement instructional technology support at Cuyamaca College. ○ Work closely with district IT to coordinate technology support. 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 - Technology support is required to meet accreditation expectations. ○ Health and safety priorities – This position supports laptops used during pandemic campus shutdown. Classroom technology required for HyFlex is also supported. ○ Critical threshold of instruction or support services – Technology is required for day-to-day instructional operations. ○ Essential supervision - This position supervises 6 classified staff to keep operations running smoothly. 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: 1442003-2120 ○ Annual Salary at Step B: \$66,068

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

4/28/2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Custodial Supervisor</p> <p>Position #: SU-00029</p> <p>FTE: 1.0</p> <p>Level: S-S</p> <p>Department: Facilities, Maintenance & Operations</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of responsible duties in the supervision of custodial services and may supervise day or larger night custodial crews. ○ Organize, coordinate and oversee custodial operations and activities to assure that assigned duties are performed in a timely and efficient manner. ○ Train, supervise and evaluate the performance of assigned staff; assign and review work and participate in the selection of new personnel as assigned; assure proper use of cleaning equipment and materials. ○ Develop and prepare work schedules; coordinate duties and assignments to assure effective operations. ○ Supervise and participate in the cleaning and care of rooms, restrooms, halls, floors, carpets, furniture, facilities and equipment including sweeping, mopping, scrubbing, polishing, dusting, waxing and disinfecting. <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:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ 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 ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1327602 / 2120 ○ Annual Salary at Step B: \$62,870

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

04/28/2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Dean, Learning and Technology Resources</p> <p>Position #: MG-00042</p> <p>FTE: 1.0</p> <p>Level: MG-10</p> <p>Department: Academic Affairs</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ The Dean of Learning and Technology Resources oversees four major departments: Distance Education, Instructional Technology Services (Instructional Media and Computing), Learning Assistance (including tutorial services), and Library Operations. ○ Manage, evaluate and coordinate learning and technology resources in accordance with legal requirements, district policies and educational principles and practices. ○ Establish overall goals, objectives and plans; initiate and participate in overall program planning; communicate statutes, district and college policies and philosophies to division faculty and staff. ○ Communicate and interpret objectives and offerings to students, staff, faculty, community organizations and others. ○ Perform the search/screen/selection, monitoring, evaluation and retention processes of assigned faculty and staff according to statutes and Governing Board Policy. ○ Prepare budgets and submit through appropriate channels for approval; monitor and control assigned program operating budgets; initiate special fund requests. ○ Coordinate and facilitate the resolution of student, faculty, and staff conflicts and problems. ○ Serve as a member of district, site or other councils, committees and task forces. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget: Yes ○ 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) <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 The Dean of Learning and Technology Resources is a key leadership position in Academic Affairs. It is imperative that the College and District move forward with hiring of this position to ensure the continued success, growth, and development of the Learning and Technology Resources Division.

		<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○ Smartkey and Salary Object: 1341001/ 1240 Contract Non-Inst. Admin○ Annual Salary at Step B: \$123,264

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

4/28/2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Dream Center Counselor</p> <p>Position #:</p> <p>FTE: 1.0</p> <p>Level:</p> <p>Department: Student Services / Counseling</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Communicate and assist in implementing initiatives from the Dream Center that enhance the success and retention of students; Oversee the implementation of policies and procedures of in accordance with the Title 5, the CCCCCO, and GCCCD. • Assist with the development of the Dream Center Program Budgets • Coordinate communication with other district departments and personnel, students, education institutions, other outside organizations, and the public. • Provide personal, academic, and career counseling to prospective, new, and continuing Dream Center students; Review and assess student transcripts and other related records; Provide assistance and information to students regarding records, financial aid, book accounts, registration, Dream Center requirements, graduation requirements, transfer requirements, and selected major requirements. Refer students with professional needs to appropriate resources. • Explain college Dream Center policies and procedures to students and stakeholders. • Actively participate in participatory governance structures (i.e. councils, committees, etc.) by contributing to the academic community through commitments at the department, division, college and/or district level. • Maintain official records and collect data required by District policy and administrative procedure; submit records and data in accordance with college procedures. • Lead the coordination, development, and distribution of a variety of materials, such as: brochures and applications for college programs, articulation agreements, college catalogs. • Attend and actively participate in Counseling and other related meetings and conferences accordingly each year. • Review and proof documents, records, applications and forms for accuracy, completeness and conformance to established departmental rules and regulations. • Develop effective curriculum and comply with counseling and teaching assignments. • Participate in Professional Development activities. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ 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 _____

		<ul style="list-style-type: none"> ○ Filling a new position ○ This position will be funded with the 2020-21 FT Faculty Hiring Funds <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) <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 - the CCCCCO has identified an increased need to facilitate access, engagement, retention, and success of undocumented students throughout the state. The Dream Center, for the undocumented past 6 years, has been consistent in recruiting and supporting student populations at Grossmont College. The program, as it seeks to enhance existing efforts and develop new initiatives, requires additional capacity. We need to increase the scope of responsibility to increase the amount of undocumented students served. ○ 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 / General Funds ○ Smartkey and Salary Object: 1333005-1220 ○ Annual Salary at Step B: \$98,683

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

April 28, 2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Health Professions Specialist</p> <p>Position #: CL-00112</p> <p>FTE: 1.0</p> <p>Level: 28</p> <p>Department: Allied Health and Nursing</p>	<p>1. Key responsibilities of position:</p> <p>Working under the direction of the Senior Dean of Allied Health and Nursing and the Associate Dean, Nursing, organize and manage day-to-day office activities related to specialized health programs.</p> <ul style="list-style-type: none"> ▪ Maintain student and program related statistical data throughout each cohort for accreditation reports. ▪ Developing and maintaining confidential files in multiple databases for various student groups in compliance with FERPA and HIPAA. ▪ Prepare and evaluate program application requirements needed for accreditation, college policies and outside facility contracts. ▪ Maintain continual communication with perspective applicants, waitlisted students, current program students and graduates. ▪ Read and interpret bloodwork and immunization documentation for prospective students. Confirm or deny immunization status to prospective student; relay accurate immunization requirements. ▪ Process and track confidential healthcare facility compliance paperwork for students and faculty participating in clinical experiences at major health care facilities throughout San Diego County. Act as liaison to various student placement offices and ensure all onboarding processes are adhering to their standards and policies, which can vary at each facility. ▪ Coordinate program activities with other district departments and personnel, healthcare agencies, educational institutions and community organizations. ▪ Continue and make additions to the Allied Health program websites to ensure accuracy for accreditation and college standards. ▪ Provide daily support for program coordinators assuring college and accreditation requirement deadlines and regulations are adhered to. Including writing new student requirement packets, orientation materials, student letters, program completion certificates, etc. ▪ Coordinate department and advisory meetings; prepare agendas and participate in meetings while taking, transcribing and distributing meeting minutes. <p>2. Current status of position:</p> <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 _____

		<ul style="list-style-type: none"> ○ Other (please specify) <p>3. Strategic Staffing Rationale: Individual in the role has submitted retirement effective 7/5/22. Reviewed at Board meeting 3/22.</p> <p>On site accreditation review visits are scheduled for all programs in the next two years. The preparation of self-studies is currently underway and the HPS, and their work, is a critical resource in gathering and reporting the activities of each program over a period of the last 3 to 7 years. The data management required for Allied Health programs are unique at the college and not similar to the requirements of any other college programs. The individual in this position collects and reports data and interfaces with students in each of the Allied Health programs to prepare their individual data for clinical placement, assisting them with maintaining the currency of required information throughout the program.</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 / Restricted ○ Smartkey and Salary Object: CST_3607 1370604 2110 Zip 11000 <p>Annual Salary at Step E: \$51,228</p>

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

4/28/2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Full-Time Faculty Position #: IN-XXXX FTE: 1.0 Level: Department: Visual Arts and Humanities	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Instruction in the specialty areas of Sculpture in the Visual Arts and Humanities Department. ○ Instruction in other technical Sculpture degree courses including Foundry and Public Art. ○ Leading Sculpture and Jewelry Design degree programs, including mentoring students and curriculum development. ○ All responsibilities associated with the job duties of a FT faculty member. 2. Current status of position: <ul style="list-style-type: none"> ○ This is a request for a NEW growth position ○ This position will be funded with the 2020-21 FT Faculty Hiring Funds 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 <p>This request is for a new growth hire for a Sculpture FT faculty member. This hire will then be the only FT faculty member for the Sculpture program. The program also includes 3D Design and Jewelry Design, which the FT faculty member will oversee. Only a FT faculty member can manage the Sculpture facilities in a manner that does justice to the great building and foundry that we have. Its facilities are unparalleled in the region with 5,000 sq. ft. of lab space and 10,000 sq. feet of foundry and sculpture yard space. The lack of FT faculty deeply affects the program’s course offerings and therefore student progress, retention and success. The class now taught by one PT faculty is the introductory course and therefore offerings do not include the capstone courses in Sculpture and bronze casting that a FT faculty member provides. The future of the Sculpture/3D Design/Jewelry program is currently in great danger to the degree where we no longer will be able to offer a vibrant program. The program has a Public Art component. Students pursuing a career in sculpture sometimes start their own small business. Without FT faculty students’ options are more limited or become non-existent.</p> 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? No ○ Funding Source? Unrestricted ○ Smartkey 1378401 and Salary Object: 1110 ○ Annual Salary at Step B: \$69,589

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

April 28, 2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Faculty- 10 month Position #: IN-00209 FTE: 1.0 Level: Class IV, step 6 Department: Respiratory Therapy Program	<ol style="list-style-type: none"> Key responsibilities of position: <ul style="list-style-type: none"> ○ FT faculty to replace FT Program Coordinator- retiring 2022 ○ FT Program Director and a FT Director of Clinical Education is a CoARC accreditation requirement for the RT Program. ○ Current status of position: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Accreditation requirements- see following page ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ Essential supervision Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1370605-1110 ○ Annual Salary at Step B: Class IV, Step 6 is \$69,589

3. Strategic Staffing Rationale:

- a. **Accreditation Requirements:** It is an accreditation mandate to have a full-time Program Director and a full-time Director of Clinical Education. The program operates with 3 full-time faculty and approximately 17 adjunct faculty. We have difficulty hiring and keeping adjunct faculty. In addition, the program cancelled one optional course this spring semester due to not being able to find an instructor.

The Program Director is required to have regular contact with all students in the program and to keep accreditation standards within the program. With Reassigned Time, the Program Director normally teaches only 1 course per semester. This will leave 3 on campus courses every semester that will need Part-Time instructors. Respiratory Therapists work 12-hour shifts and most are unwilling to give up 12 hours of work to teach a 3-hour class. The accreditation board mandates the curriculum and assigning Part-Time faculty to cover curriculum that they may not be completely knowledgeable on, may decrease student success.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

April 28, 2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Student Mental Health Counselor</p> <p>Position #:</p> <p>FTE: 1.0</p> <p>Level:</p> <p>Department: Student Affairs</p>	<ul style="list-style-type: none"> ○ Key responsibilities of position: <ul style="list-style-type: none"> ○ Plan, implement and deliver mental health clinical services, mental health treatment, community resource linkage, case management, outreach to at risk and underserved student populations, in support of wellness, academic success and retention ○ Serve as a consultant on mental health matters that may influence student behavior, motivation, and learning process issues including mental illness, suicide, domestic violence, stalking, and threats toward others. ○ Serve on a Behavioral Intervention Team made up of Dean of Student Affairs, Mental Health Coordinator, and other members to be determined as needed. ○ Provide mental health treatment to victims of sexual assault, abuse, domestic violence ○ Respond to crisis events impacting the learning environment and provide crisis intervention to students as needed ○ Provide professional development training with Student Health Services; distribute resources to staff and faculty. ○ Confer with Dean of Student Affairs and faculty regarding individual students. ○ Oversee and supervise Mental Health Interns ○ Create and oversee the Peer Educators Mental Health Program ○ Serve as a resource for faculty dealing with individual student problems. Provide 1:1, group and/or family counseling to students. ○ Design, implement and evaluate community health events, workshops, classroom teaching and other student health programs that promote wellness and enhance students' abilities to benefit from college. ○ Collect and analyze data from mental health services and design program improvements. ○ Research and provide referrals services to students in need of mental health resources beyond those offered on campus. ○ Maintain collaborative relationships with local mental health agencies; maintain database of community resources. ○ Provide a safe and confidential environment conducive to effective interactions ○ Current status of position: <ul style="list-style-type: none"> ○ New position approved through college-wide process ○ This position will be funded with the 2020-21 FT Faculty Hiring Funds ● Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):

		<ul style="list-style-type: none"> ○ Legal mandates: In accordance with Title IX, Colleges are required to provide confidential support and counseling to victims of sexual assault, sexual violence, and domestic violence. To qualify, federal guidance requires that a confidential employee must be licensed, certificated and hired by the district to perform this work. In addition this position will provide education regarding sexual assault prevention, awareness and resources to our student community. ○ Health and safety priorities: The Student Mental Health Counselor counselor will assist with creating a healthy and safe environment for our campus. Students displaying concerning or aggressive behavior will be referred to Mental Health to provide immediate support and treatment. This position will serve as a core member of the Behavior Intervention team and will respond and provide immediate mental health support in an effort to mitigate aggressive or concerning behavior. In addition the position will provide on- going flex week trainings to provide faculty and staff tools to assist with addressing students in distress. ○ Critical threshold of educational or support services: This position will provide immediate support to our students enhancing the student success and achievement rate. Many students experience difficulties while attending college that impact their mental well- being which in result impacts their success in the classroom. This position will provide students the opportunity to be seen by a mental health counselor allowing them to focus on their academics while gaining mental health support. ○ Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? New position ○ Funding Source? Unrestricted (2020-21 FT Faculty Hiring Funds) ○ Smartkey and Salary Object: 1336001 ○ Annual Salary at Step B:

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

April 28, 2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Student Services Assistant</p> <p>Position #: CL-00402</p> <p>FTE: 1.0</p> <p>Level: CL-25</p> <p>Department: Student Services- First Year Services & Retention</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of specialized and complex clerical and technical duties assisting students with the prerequisite clearance process, administering the Chemistry Challenge Exam as well the World Language Exams. ○ Monitoring the student onboarding report. Email and messaging students to let them know what steps they are missing to meet the Promise qualifications. Help students with registration and enrollment. ○ Assisting the FYE Program with applications, sending acceptance emails and monitoring the REMIND app for messaging of workshops and events. ○ Support on campus and off campus events related to First-Time to College students. Example, Student Success Fair, Super Saturday, Family Orientations. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ● Filling a replacement position included in the budget <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? 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) <p>3. Strategic Staffing Rationale: Please address at least one of the following items: This position supports and is an integral component of the mandated core services of the Student Success and Support Program (SEA now) which is the culmination and mandate of the Student Success Act of 2012 (SB 1456). This position also supports the mandated component of accreditation standard IIB.</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ 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 (Yes it is)○ Funding Source? Unrestricted / Restricted○ Smartkey and Salary Object: 1333291-2110○ Annual Salary at Step B: \$39,648 and benefits: \$19,824 = \$59,472

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

04.28.22

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Full Time Faculty Position #: IN-XXXX FTE: 1.0 Level: Department: Theatre Arts	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Instruction in the specialty areas of costuming and makeup for the Theatre Arts Department. ○ Instruction in other Technical Theatre degree courses including Advanced Design. ○ Leading Technical Theatre degree program, including mentoring students and curriculum development. ○ Serving as Production Manager for all productions. ○ All responsibilities associated with the job duties of a FT faculty member. ○ 2. Current status of position: <ul style="list-style-type: none"> ○ This is a request for a NEW growth position ○ This position will be funded with the 2020-21 FT Faculty Hiring Funds 3. Strategic Staffing Rationale: <ul style="list-style-type: none"> ○ Critical threshold of instruction or support services A Costume and Makeup full-time faculty position is essential to the operations of the theater department. Costumes and make-up are two of the most rudimentary areas of theatrical production. Without a full-time faculty member in the area of costuming, the ability of the Theatre Arts Department to offer state-approved articulated courses, degree packages, and produce a season of plays and musicals is not possible. This position will also teach other technical theatre courses, based on their other areas of expertise, and GE Courses within the Theatre Arts program. Additionally, this position will soon be the head of the Technical Theatre degree track, including mentoring all students within the degree program and developing/revising curriculum for all classes within the program. Lastly, the person in this position will serve as Production Manager for the department's entire season of shows. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? No ○ Funding Source? Unrestricted

		<ul style="list-style-type: none">○ Smartkey-1377401 and Salary Object: 1330○ Annual Salary at Step B: \$69,589

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
April 28, 2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Graphic Designer Position #: TBD FTE: 1.0 Level: Classified Range 36 Department: Marketing & Communications	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Develops original design concepts that will further the marketing and communications priorities of the District. ○ Manages electronic files and storage management. ○ Produces graphics and other content for online and print products including brochures, catalogues, pamphlets, and promotional materials. ○ Provides technical expertise regarding design and marketing concepts and trends, techniques and solution approaches. ○ Works cooperatively with administrative personnel, faculty, staff, students, members of the public, and others. ○ Maintains a current understanding of design trends. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes ■ Org Mod approval date <u>April 11, 2022</u> ■ Public Information Assistant position defunded to fund this position. 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ This position provides a critical threshold of support services, to further the essential public information, marketing, and communications needs of the District and colleges. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes (FY 22-23) ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1111305-2110 ○ Annual Salary at Step B: \$54,876

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
04/28/2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Warehouse Assistant, Intermediate Position #: CL-00180 FTE: 1.0 Level: Grade 26 Department: Warehouse	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of warehouse functions including stocking, shelving, filling requisitions and checking materials and supplies. ○ Act in a lead capacity to oversee activities and projects as directed by the supervisor. ○ Inspect incoming stock for conformity to purchase orders and report shortages, damages and other discrepancies. ○ Unload, check and shelf incoming materials, equipment and supplies; authorize and receive merchandise; unload trucks and identify, store and distribute purchased supplies, materials and equipment. ○ Communicate with vendors and a variety of district personnel to schedule deliveries, discuss purchase orders and requisitions, track shipments, and resolve problems. ○ Maintain a variety of records related to the receipt, return and inventory of stock and deliveries; accurately enter and retrieve information for purchase orders, receipts and issues into database; generate reports. ○ Operate a forklift, delivery vehicle and a variety of hand tools to perform warehouse and delivery activities. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Position is currently filled out of class (OOC) and this request is to fill the position permanently. The position is included in the budget. <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 ○ 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 ○ Funding Source? Unrestricted General Fund ○ Smartkey and Salary Object: 1118601-2130 ○ Annual Salary at Step B: \$40,836 plus benefits