GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
_____5/5/2022_____

Date

Site	Position	Justification

☒GC
☐CC
☐DS
	Please include:
	
	Position Title:
	
	Assistive Technology – Alternate Media Specialist
	
	Position #:
	CL-00375
	
	FTE: 1.0
	
	Level:
	CL-40
	
	Department:
	A.R.C.
		1. **Key responsibilities of position:**
		  o Assists in the implementation of assistive technology throughout the campus;
		  o Serves as a liaison between faculty, administration, campus computing facilities, and Accessibility Resource Center (ARC);
		  o Provides technical assistance and support to faculty and staff in regard to the use of alternate media and assistive computer technology to meet campus accessibility needs;
		  o Increase accessibility for media, technology, and related programs surrounding materials and enhancing learning.
		
		2. **Current status of position:**
		
		  o <mark>Filling a replacement position included in the budget</mark>
		  o Filling a restructured position included in the budget
		    ■ Has an Org Mod been approved? Yes / No
		    ■ Org Mod approval date _____
		  o Filling a new position
		    ■ Has an Org Mod been approved? Yes / No
		    ■ Org Mod approval date _____
		  o Other (please specify)
		
		3. **Strategic Staffing Rationale:**
		  Please address at least one of the following items:
		
		  Legal mandates: **A.R.C. is mandated by legislation (Title V) to provide accommodations in a timely manner to students with disabilities.**
		  o Accreditation requirements
		  o Health and safety priorities
		  o Critical threshold of instruction or support services: **Critical threshold of educational or support services A.R.C. is a critical support service within the institution to ensure state compliance of Title V, ADA, and sections 504 and 508 of the Rehabilitation Act.**
		  o Essential supervision
		
		4. **Budget Impact – Please specify the following:**
		  o Is position included in the current budget? **Yes** / No
		  o Funding Source? Unrestricted / **Restricted**
		  o Smartkey and Salary Object: 1335091-2110
		  o Annual Salary at Step B: $61764

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Site	Position	Justification
☒GC ☐CC ☐DS	Please include: **Position Title:** Full Time Faculty in Biology **Position #:** NEW **FTE:** 1.0 **Level:** Class IV, Step 6 **Department:** Biology	1. **Key responsibilities of position:** Instruction both lecture and lab, departmental duties, participation on college committees. 2. **Current status of position:** Approved for growth in the area of Biology. 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: ○ Critical threshold of instruction Each semester we have long wait lists in Biology and close to 100% fill rates in the classes. Student access to Biology courses is prevented by a lack of instructional staffing. 4. **Budget Impact – Please specify the following:** ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1380201 / 1110 Contract Instruction ○ Annual Salary at Step 6: $69,589

Site	Position	Justification
☒GC ☐CC ☐DS	Please include: **Position Title:** Full-time Nursing faculty **Position #:** IN-00021 **FTE:** 1.0 **Level:** Class VI, step 6 **Department:** Nursing Program	1. **Key responsibilities of position:** o Teach lecture and/or lab courses as part of the nursing program curriculum 2. **Current status of position:** ● Filling a replacement position included in the budget o Filling a restructured position included in the budget ▪ Has an Org Mod been approved? Yes / No ▪ Org Mod approval date _____ o Filling a new position ▪ Has an Org Mod been approved? Yes / No ▪ Org Mod approval date _____ o Other (please specify) 3. **Strategic Staffing Rationale:** Please address at least one of the following items: o BRN requirements: Mental Health nursing background required o Accreditation requirements: available full-time faculty to student ratio is currently below expectation. o Critical threshold of instruction or support services: area of teaching is hard to find qualified adjunct faculty for advanced psych/mental health curriculum content. 4. **Budget Impact – Please specify the following:** o Is position included in the current budget? (Yes) No o Funding Source? Unrestricted / Restricted o Smartkey and Salary Object: 1370604-1110 o Annual Salary at Step B: 10 mo. Academic Class VI $69,589 - $113,586

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STRATEGIC HIRE REQUEST
_____5-5-22_____
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Site	Position	Justification
☐GC ☐CC ☒DS	Please include: **Position Title:** Payroll Analyst **Position #:** Z-00007755 **FTE:** 1.0 **Level:** AA Supervisor, Grade H **Department:** Payroll	**1. Key responsibilities of position:** ○ PERS/STRS reporting and reconciliation for all employee and employer contributions and other required reporting data on a monthly basis and annual reconciliation. ○ Assist in preparations for quarterly tax reconciliations and year-end W-2 preparation including adjustments and submission to the third-party tax preparer. ○ Maintain knowledge of the current payroll enterprise system in order to configure and troubleshoot as needed by creating, editing, and testing payroll components in the payroll enterprise system and ensuring integrity of the payroll database. ○ Support the department with the payroll processing, as needed, to ensure timely and accurate processing. ○ Assist the Director, Payroll as needed in complex payroll processing duties and special projects. **2. Current status of position:** ○ Filling a replacement position included in the budget ○ Filling a restructured position included in the budget ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) **3. Strategic Staffing Rationale:** Please address at least one of the following items: ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ Essential supervision (in absence of Director) **4. Budget Impact – Please specify the following:** ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1117101-2120 ○ Annual Salary at Step B: $66,068

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
05/05/2022
Date

Site	Position	Justification

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	Please include:
	
	Position Title:
	Information Systems Business Analyst
	
	2 Positions
	
	Position #: New Positions
	
	FTE: 1.0
	
	Level: 48
	
	Department:
	District IT
		1. **Key responsibilities of position:**
		○ 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
		○ Consult with user department personnel to analyze and define current procedures and recommend new or modified system requirements and feasibility.
		
		2. **Current status of position:**
		
		○ Filling a restructured position included in the budget
		   ■ Has an Org Mod been approved? In Progress
		   ■ Org Mod approval date _____
		
		3. **Strategic Staffing Rationale:**
		Please address at least one of the following items:
		
		○ These positions are to replace two retirements in IT, one effective July 5 and another July 11, 2022. One position will be focused on supporting the Financial Aid system and the other will be a generalist to support various Enterprise systems, such as Ellucian Colleague and Workday, in addition to the nearly 80 other learning and administrative systems that we support.
		
		4. **Budget Impact – Please specify the following:**
		○ Is position included in the current budget? **Yes**
		○ Funding Source? **Unrestricted General Fund**
		○ Smartkey and Salary Object: **1113501-2110**
		○ Annual Salary at Step B: **$78,240**