

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

5/20/22

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Administrative Assistant IV</p> <p>Position #: CL-00512</p> <p>FTE: 1.0</p> <p>Level: 34</p> <p>Department: Academic Affairs</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under direction of Vice President, perform a variety of difficult and highly complex and administrative assistant duties. ○ Organize and manage the day-to-day activities to assure efficient and effective office operations. ○ Run reports, requisitions, work orders, purchase orders ○ Assist with travel accommodations, conferences and meetings ○ Prepare and review correspondence, records, and other documents with accuracy, completeness, and conformance to established rules and regulations. ○ Prepare agenda items for meetings; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position due to a resignation, 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) <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 is a critical position for the functionality of academic affairs; the individual coordinates all aspects of the Academic Affairs office, including the VP of Academic Affairs schedule, assists in preparing reports, assists in tracking budgets, enters and tracks purchase order requisitions, to name just a few of their duties. Not having this position filled has caused an immense amount of strain on others in the executive office and it is imperative that this position be posted and filled as soon as possible. <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: 1324001 2110 ○ Annual Salary at Step B: \$51,732

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<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-00540</p> <p>FTE: 100%</p> <p>Level: 32</p> <p>Department: Arts, Humanities and Social Sciences (AHSS)</p>	<ul style="list-style-type: none"> • Key responsibilities of position: • Organize and manage the day-to-day activities of an assigned office to assure efficient and effective office operations • Prepare faculty (<u>part-time and full-time</u>) hire letters, run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions. • Greet office visitors; initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; take messages as necessary; provide information; receive sort and route mail. • Establish and maintain a variety of records, logs and files related to assigned functions; obtain and provide information from records and files as requested. • Schedule meetings, conferences and appointments for assigned administrator and maintain administrator's calendar. • Maintain current budget information; monitor budget expenditures; assist in budget preparations as required. • Order and maintain office supplies; schedule maintenance and repair of equipment. • Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget: <p>The current Administrative Assistant III is an interim assignment, filling a replacement due to another interim assignment. We need to make the interim assignment permanent before the 175 days an employee is allowed to work an interim assignment has passed. The position is included in the budget.</p> <ul style="list-style-type: none"> • 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: <i>this is a critical position for the foundational support of the largest instructional division, AHSS (Full-time faculty=25; Part-time faculty=about 100). Without this position, the ability of the dean's office to operate is jeopardized.</i> ○ Essential supervision: <i>this position offers essential assistance to the 24 department/discipline areas of the college in facilitating essential operations.</i> • 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: 1425301-2110 ○ Annual Salary at Step B: \$48,756

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: <i>CDC Technician</i> Position #: <i>IA-00129</i> FTE: 1.0 Level: 31 Department: <i>CDC</i>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Assist in the operation of the Child Development Center and related areas; perform specialized duties to assure efficient center operations. ○ Prepare and/or maintain various records and reports including personnel, enrollment, child and student records, Perkins/other grants/CACFP (Food Program) follow-up, equipment and repair, supply and equipment inventories and purchasing. ○ Perform general clerical duties as needed, including duplicating, scanning, mailing, emailing, word-processing, and maintaining database for families and telephoning. ○ Assist in planning and implementing special functions for both center and regular instructional program including parent and advisory meetings, open houses and fund-raisers. ○ Supervise groups of children when needed during routines, transitions and pre-school experiences. <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? Restricted ○ Smartkey and Salary Object: 1424894-2210 ○ Annual Salary at Step B: \$47,340

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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, Career & Technical Education</p> <p>Position #: MG-00126</p> <p>FTE: 1.0</p> <p>Level: MG10</p> <p>Department: Office of Instruction</p>	<ol style="list-style-type: none"> Key responsibilities of position: <ul style="list-style-type: none"> <i>Plan, organize and direct operations of the Career and Technical 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> Current status of position: <ul style="list-style-type: none"> <i>Filling a replacement position included in the budget</i> 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> 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: 1425201_Dean CTE Annual Salary at Step B: MG10/Step B = \$123,264