

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

6/30/22

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Custodian</p> <p>Position #: CL-00346</p> <p>FTE: 1.0</p> <p>Level: 20</p> <p>Department: FMO Operations</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Responsible for maintaining campus classrooms, offices and related facilities and areas in a clean and sanitary condition ○ Special event setups <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 <ul style="list-style-type: none"> i. OSHA requires safe working conditions for all employees in the state. Custodians keep these environments safe and healthy. There must be clean, safe, and functioning restrooms for the public. ○ Accreditation requirements <ul style="list-style-type: none"> i. Accreditation Standard III.B. Physical Resources is dependent on having an adequate number of maintenance workers. ii. (III.B.1) The right amount of custodial workers “assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment”. iii. (III.B.2) Bldg 36 facilities satisfy its physical resources through “The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.” The new physical resource requires custodial workers to keep our physical resources running smoothly for a long time. iv. (III.B.3) ”To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment regularly, taking utilization and other relevant data into account.” Ample coverage of custodial workers is required to maintain this effectiveness. v. (III.B.4) “Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.” Bldg 36 is one of

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Administrative Assistant IV Position #: CL-00510 FTE: 1.0 Level: 34 Department: District IT	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Under direction of the Associate Vice Chancellor of Technology, 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. 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 This is a critical position for the functionality of District IT; the individual organizes and manages the day-to-day activities of the AVC of Technology to assure efficient and effective office operations, including handling the AVC's schedule, assisting in preparing reports, tracking budgets and entering and tracking purchase order requisitions, preparing agenda items for meeting and taking minutes. 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: 1113501 ○ Annual Salary at Step B: \$52,776

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Buyer, Intermediate Position #: CL-00452 FTE: 1.0 Level: Grade 30 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. ○ Determine sources of supply; obtain current prices, detailed specifications and shipping and delivery information. ○ Prepare and write formal bid specifications; receive bids; tabulate and analyze data; recommend supplier to be awarded contract based on price and conformance to specifications. ○ Prepare and award informal bids in assigned categories in accordance with established guidelines. ○ Contact vendors by mail or telephone regarding discrepancies in invoices, statements or deliveries. ○ Interviews vendors regarding new merchandise and new sources of supply. ○ 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 purchase orders and requisitions. 2. Current status of position: <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. 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Critical threshold of support services ○ Essential Supervision 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: 1118501-2130 ○ Annual Salary at Step B: \$46,884 plus benefits

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Payroll Technician</p> <p>Position #: CL-00442</p> <p>FTE: 1.0</p> <p>Level: Range 34</p> <p>Department: Payroll</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Prepare and input information to generate accurate employee pay; review and revise preliminary payroll run records; prepare budget conversions. ○ Prepare and maintain a variety of complex and specialized records and files related to sick leave, vacation, compensatory time, days/hours worked, and the Pension Eligible Alternative Retirement (PEAR) Plan. ○ Independently interpret and apply proper educational codes, labor laws, STRS, PERS, PEAR, and college bargaining unit contract rules and regulations relating to a full range of payroll transactions. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget – Mai Do ○ 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"> ○ 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 ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1117101-2110 ○ Annual Salary at Step B: \$52,776

		<p>these long-range goals that come true, and custodial workers keep these improvements lasting longer.</p> <ul style="list-style-type: none"> ○ Health and safety priorities <ul style="list-style-type: none"> i. Cal/OSHA and ANSI have priorities for schools, and Grossmont College has its priorities of health & safety for student success. This is only possible if custodians work under healthy & safe conditions and provide healthy & safe environments for our campus. The first line of defense in preventing illness is by sanitizing restrooms, desks, walls, doors, and floors. The custodians have proven their effectiveness in this area by cleaning and sanitizing the campus to stop the spread of COVID-19. They have been recognized by HR and the college of their excellent work in this matter. ○ Critical threshold of instruction or support services <ul style="list-style-type: none"> i. Custodians is a support service to faculty, students, classified, and administrators so the people and departments can do their tasks or learn at their best without barriers. ○ Essential supervision <ul style="list-style-type: none"> i. Provides supervision of custodial services; organize, schedule, and review custodial work. <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: 1327602-2110 ○ Monthly Salary at Step B: \$2908