

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/1/2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Maintenance Supervisor</p> <p>Position #: SU-00038</p> <p>FTE: 1.0</p> <p>Level: S-1</p> <p>Department: Facilities</p>	<ol style="list-style-type: none"> Key responsibilities of position: Organize, coordinate and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of district buildings, facilities, and related equipment. Supervise and evaluate the performance of assigned staff; assign and review work and participate in the selection of new personnel as assigned. Coordinate facilities related projects that may include outside contractors and multiple in-house trades and tasks including electrical, electronics, plumbing, HVAC, and carpentry. Develop and prepare work schedules; review maintenance reports or requests; prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations. Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests and work performed. Conduct inspections of buildings and facilities to determine maintenance and repair needs; recommend the removal of fire, safety or health hazards. Participate in the establishment and implementation of a systematic preventive maintenance program. Communicate with vendors, contractors and State and County inspectors regarding maintenance operations and activities. Routinely coordinate with the college personnel concerning the prioritization and status of work orders. <p>2. Current status of position:</p> <p><input checked="" type="checkbox"/> Filling a replacement position included in the budget</p> <p>3. Strategic Staffing Rationale: Please address at least one of the following items: <input checked="" type="checkbox"/> Health and safety priorities <input checked="" type="checkbox"/> Critical threshold of instruction or support services</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 Smartkey and Salary Object: 1427901-2110 1427901-2119 1427901-2120 Annual Salary at Step B: 61,764 XXXX 70,362

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<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-00208</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 due to a resignation. ○ 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

		<p>ownership of new facilities and equipment.” Bldg 36 is one of 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. Custodian 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. <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: \$3,093.50

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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-00120</p> <p>FTE: 1.0</p> <p>Level: 25</p> <p>Department: Counseling Center</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Provide a wide variety of information and assistance to students regarding transfer requirements, graduation requirements and selected major requirements according to established guidelines and procedures. ○ Provide technical assistance and information to students regarding records, registration, EOPS, career, interest, aptitude test or counseling services; refer students with professional needs to a counselor. ○ Explain college and counseling policies and procedures to students; schedule counseling appointments and maintain related records. ○ Make referrals and assist students in the use of the Center, library, job placement and financial aid offices and other resource facilities on and off campus. ○ Obtain district and other college transcripts for counselors utilizing filing and data processing system. ○ Disseminate brochures and applications for college programs, articulation agreements, microfiche and college catalogs; assure college entrance exam applications are available. ○ Maintain files on waived tests, microfilm and college files for state colleges, community colleges and other universities. ○ Operate a variety of office equipment including a personal computer, printer, word processor, copier, microfiche and microfilm reader and printer, typewriter and ten-key calculator. <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> <p>Critical threshold of instruction or support services This position is essential to perform a variety of specialized and complex clerical and technical duties involved in providing assistance to students in Counseling Department. Apply and explain rules, regulations and policies regarding student's evaluation requests Compile and prepare statistical; serves as resource to students, faculty, staff and others. This position will increase student retention as it assists with the developing and maintain a current resource center containing college Counseling literature. This position is essential to meet the growing demand for Counseling Center students while connecting them with an academic counselor and completing their evaluation requests.</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 ○ Smartkey and Salary Object: 1333005 - 2110 ○ Annual Salary at Step B: \$40,452 (\$3,371 Monthly)

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Tutoring Center Specialist Position #: CL-00341 FTE: 100% Level: 32 Department: Tutoring	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Operate the Math Study Center ○ Hire, train, schedule, and evaluate tutors ○ Assist students with accessing tutoring ○ Promote tutoring services ○ Collect data on student usage 2. 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) 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> <input type="checkbox"/> Legal mandates <input type="checkbox"/> Accreditation requirements <input type="checkbox"/> Health and safety priorities <input type="checkbox"/> Critical threshold of instruction or support services <input type="checkbox"/> Essential supervision <ul style="list-style-type: none"> • The Math Study Center provides crucial support for our most demanded subject and helps hundreds of students each semester. Without this position, the Math Study Center will be closed. • We won't be able to maintain our current roster of Math tutors. Tutors move on over time, and we will be unable to recruit and replace leaving tutors, causing our service to decrease. • Most of our tutors are student workers, who are required by law to have a staff member present to supervise. 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 / Restricted ○ Smartkey and Salary Object: 1329009-2110 ○ Annual Salary at Step B: \$49,740