

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
09/06/2022**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Arabic Instructor Position #: Z-00011016 FTE: 1 FTE Level: IV/6 Department: World Languages	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ This position will perform all duties of full-time instructional faculty. ○ Mentor and assist part-time faculty ○ Support and help implement the department’s various initiatives. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a new position: YES <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes ■ Org Mod approval date <u>8/9/22</u> ○ Other (please specify) 3. 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 ○ Essential supervision 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes – Funded with CCCCCO 21/22 FT Faculty Funds ○ ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1451203-1110 ○ Annual Salary at Step B: \$69,589

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

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9/6/2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Counselor, Athletics Counseling</p> <p>Position #: TBD</p> <p>FTE: 1.0</p> <p>Level: IV/6 (11 mo)</p> <p>Department: Department: General Counseling</p>	<p>1. Key responsibilities of position: Under administrative leadership, it is the responsibility of the regular contract counselor to participate in the planning, development, implementation and evaluation of counseling and student development that will result in educational, personal and vocational development of students and support advancement of the visions, missions, and values of the colleges and District.</p> <ul style="list-style-type: none"> ○ Experience providing educational counseling for prospective, new and continuing students. ○ Experience counseling students about community college options including certificate, associate's degree and/or transferring to four-year institutions. ○ Experience in the development of educational and career plans at the community college or university level. ○ Training and experience working with individuals and groups in providing personal and crisis counseling. ○ Assist in the articulation process which assures smooth transfer of high school students into the community colleges and appropriate transition of community college students into baccalaureate institutions. ○ Serve as liaison counselor to District high schools. ○ Serve as liaison to college divisions/departments. ○ Participate in the implementation of district policies governing student matriculation and graduation. ○ Conduct group orientation sessions. ○ Provide counseling for students on academic lack-of-progress probation. ○ Teach Personal Development classes in accordance with division needs. ○ Participate in required and scheduled Professional Development week activities each semester in compliance with contractual agreement. <p>2. Current status of position:</p> <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 ■ Org Mod approval date <u>6/14/22</u> <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

		<ul style="list-style-type: none"> ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ Essential supervision <p>This position is essential to the student athlete’s opportunity for academic success and the ability to matriculate to a four-year college or university. The student athlete has stringent required timelines to matriculate based on NCAA bylaws. This will require a Counselor who has the expertise in athletic counseling and experience in evaluating student transfer bylaws of four levels of academic transfer in Division 1, Division 2, Division 3 and Division NAIA. The specialty Counselor provides student validation and engagement through the process of supporting student athletes in the application of student support services. This position will also require the specialty Counselor to have appropriate knowledge the CCCAA rules and regulations. Moreover, every athlete is required to meet with a Counselor once a semester and have a current CEP on file in order to compete in their sport(s). This population requires a Counselor to attend to their holistic needs as student athletes. Currently, we have a part time Counselor who is assigned to student athletes working only ten hours a week. It is clear that there is an imbalance to the ratio of athletic counseling hours to the number of Athlete being served. This hinders student athletes’ learning and achievement at Cuyamaca College. In fact, Cuyamaca is the only college in region X that does not have a full-time Athletic Counselor</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, CCCCO 21/22 FT Faculty Hiring Funds ○ Smartkey and Salary Object: 1433001-1220 ○ Annual Salary at Step B: Step B: 76,548

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Custodian</p> <p>Position #: CL-00393</p> <p>FTE: 1.0</p> <p>Level: 20</p> <p>Department: Facilities</p>	<p>1. Key responsibilities of position:</p> <p>Sweep, scrub, mop and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas.</p> <p>Clean, dust and polish furniture and woodwork including desks, cabinets and tables; wash windows, chalkboards and walls.</p> <p>Empty and clean waste receptacles and pencil sharpeners and recycle containers; pick up paper; pick up trash containers and empty into large bins.</p> <p>Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures.</p> <p>Move and arrange furniture and equipment; set up furniture for special events, activities and meetings; move and set up athletic equipment.</p> <p>Perform minor repairs to buildings, fixtures and equipment; replace lights, ceiling tiles, and light diffusers; clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and safety, sanitary and fire hazards.</p> <p>Write work orders to request repair of facilities and equipment.</p> <p>Turn lights on and off; unlock and lock doors and windows; assure security of assigned areas.</p> <p>Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p> <p>Perform related duties as assigned.</p> <p>2. Current status of position:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Filling a replacement position included in the budget <input type="checkbox"/> Filling a restructured position included in the budget <ul style="list-style-type: none"> <input type="checkbox"/> Has an Org Mod been approved? Yes / No <input type="checkbox"/> Org Mod approval date _____ <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> <input type="checkbox"/> Has an Org Mod been approved? Yes / No <input type="checkbox"/> Org Mod approval date _____ <input type="checkbox"/> 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 X Health and safety priorities X 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 ○ X Funding Source? Unrestricted_____ X Smartkey and Salary Object: 1427601-2110 ○ Annual Salary at Step B: 34,896

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09/06/2022**

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Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Ethnic Studies Instructor Position #: Z-00011017 FTE: 1 FTE Level: IV/6 Department: World Languages	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ This position will perform all duties of full-time instructional faculty. ○ Mentor and assist part-time faculty ○ Support and help implement the department’s various initiatives. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a new position: YES <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date <u>8/9/22</u> 3. 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 ○ Essential supervision 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes – Funded with CCCC 21/22 FT Faculty Funds ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1486601-1110 ○ Annual Salary at Step B: \$69,589

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Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Grounds Maintenance Worker</p> <p>Position #: CL-00395</p> <p>FTE: 1.0</p> <p>Level: 24</p> <p>Department: Facilities</p>	<p>1. Key responsibilities of position:</p> <p>Plant, maintain and mow lawns; trim and prune shrubs, hedges and trees; edge lawns and borders.</p> <p>Water landscaped areas including lawns, shrubs and trees; rake leaves and pull weeds.</p> <p>Remove paper trash and other debris from grounds; sweep walkways and parking areas; remove debris from roofs and gutters as necessary.</p> <p>Prepare and cultivate soil for planting using fertilizers as needed; assist in pest and plant disease control.</p> <p>Assist in sprinkler installation, maintenance and repair work; assist in other maintenance work such as mixing and pouring cement and paving materials and checking manholes for proper operation of water pumps.</p> <p>Operate and maintain a variety of grounds maintenance equipment and machines including mowers, edger's, shears, power sweepers, blowers, trucks, tractors, loaders and hand power tools; maintain tools and equipment in proper working condition.</p> <p>Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p> <p>Perform related duties as assigned.</p> <p>Provide work direction to subordinate personnel and hourly workers as assigned.</p> <p>2. Current status of position:</p> <p><input checked="" type="checkbox"/> Filling a replacement position included in the budget</p> <p><input type="checkbox"/></p> <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p>

		<ul style="list-style-type: none">○X Health and safety prioritiesX Critical threshold of instruction or support services○ <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">○ Is position included in the current budget? Yes○ X Funding Source? Unrestricted / _____X Smartkey and Salary Object: 1427701-2110○ Annual Salary at Step B: 39,264

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Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Head Coach – Women’s Intercollegiate Sports #1</p> <p>Position #: Z-00010778</p> <p>FTE: 1.0</p> <p>Level: <i>IV/6</i></p> <p>Department: Athletics, Kinesiology & Health Education (AKHE Division)</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Classroom responsibilities. ○ Evaluation of students ○ Curriculum ○ Student advising. ○ Professional development ○ Additional responsibilities. <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 _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date <u>03-01-22</u> _____ ○ 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 <i>This position assures that student participating in Athletics will have access to knowledgeable and effective planning/guidance as stated in accreditation standard.</i> ○ 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-CCCCO 21/22 FT Faculty Hiring Funds. ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1436504-1110 ○ Annual Salary: \$69,589.00 for 10 months

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
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Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Instructor Position #: Z-00011018 FTE: 1.0 Level: IV/6 Department: BOT	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform all duties of full-time Instructional faculty <p>2. Current status of position:</p> <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>6.14.2022</u> <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 As the BOT courses continues to grow enrollment, and With a historic need for this position, the need to support the Delivery is imperative to the addition of this faculty position. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes. CCCCCO 21/22 FT Faculty Hiring Funds. ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1460804-1110 ○ Annual Salary: \$69,589

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STRATEGIC HIRE REQUEST**

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Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Faculty: Engineering Position #: Z-00006976 FTE: 1.0 Level: Class IV/6 Department: Engineering and Physical Science	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Classroom Responsibilities ○ Evaluation of Students ○ Curriculum ○ Student Advising ○ Professional Development ○ Additional Responsibilities <p>○ Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <p>○ 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: One FT instructor resigned while the Engineering program has been experiencing steady growth. The current single FT faculty member is tasked with co-chair duties, maintaining equipment (due to lack of a lab tech), Surveying Coordinator duties, on top of a regular course load. <p>○ Budget Impact – Please specify the following: Is position included in the current budget? Yes CCCC0 21/22 FT Faculty Hiring Funds</p> <ul style="list-style-type: none"> ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1455801-1110 ○ Annual Salary at Step B: \$69,589

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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Facilitator 1 - CA Position #: IA-00124 FTE: 1.0 Level: 28 Department: Culinary Arts	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Assist department and instructors in preparation of instructional materials, assist students in both the lab and classroom environments, and ensure the availability of appropriate supplies and equipment. ○ Perform a variety of public relations duties in support of the department such as providing information to the public concerning classes, special events, and related regulations, departmental policies and procedures. ○ Coordinate and facilitate publicity, promotional activities, and ticket sales; communication and activities within the college district and outside media, vendors, and the public; organize department mailings and prepare press releases and notices. Arrange professional services as needed for equipment maintenance. ○ Maintain department website and bulletin boards with current events, ticket, and department information. Create marketing materials for distribution. ○ Perform a variety of recordkeeping duties in support of assigned functions; prepare bank deposits; post and maintain journals; complete facilities requests and organize and maintain department files. ○ Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations. <p>2. Current status of position:</p> <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) <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 - Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.

		<ul style="list-style-type: none"> ○ Critical threshold of instruction or support services ○ Essential supervision - Train and provide work direction to part-time student workers; participate in employee selection process. <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: 1371403 - 2210 ○ Annual Salary at Step B: \$44,196.00

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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: Training Assistant</p> <p>Position #: CL-00622</p> <p>FTE: 1.0</p> <p>Level: 31</p> <p>Department: Office of Professional Development</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of duties in support of professional development opportunities and programs for faculty, staff and administrators. ○ Interpret and apply rules and regulations as appropriate. ○ Organize and manage the day-to-day activities of the Professional Development office to assure efficient and effective office operations. ○ Maintain current Professional Development budget information; monitor budget expenditures; assist in budget preparations as required, initiate and process requests for contract (RFCs). Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions. ○ Greet office visitors; initiate and answer telephone calls; manage email communications; take messages as necessary; provide information; receive sort and route mail. ○ Schedule meetings, conferences and appointments for the professional development office. Schedule workshops, presentations, and assist with arrangement of travel accommodations, conferences and meetings as necessary. ○ Prepare and review routine correspondence, records, and other documents regarding Professional Development for accuracy, completeness and conformance to established rules and regulations. ○ Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required. ○ Establish and maintain a variety of records, logs and files related to Professional Development; obtain and provide information from records and files as requested. ○ Order and maintain office supplies; schedule maintenance and repair of equipment. ○ Coordinate the duplication and distribution of Professional Development information to faculty and staff; obtain and provide information, coordinate activities and resolve problems; distribute forms, applications and related materials. ○ Coordinate communication regarding professional development with other district departments and personnel, students, educational institutions, vendors, other outside organizations and the public. ○ Compose correspondence and memoranda independently or from oral instruction; determine appropriate format and presentation; develop and revise forms. ○ Maintain and update websites and calendars for Professional Development. ○ Operate a variety of office equipment including computers and peripherals, calculators, copy machines, etc.

		<ul style="list-style-type: none"> ○ Provide work direction to hourly personnel as assigned. ○ Follow district and department policies and procedures. ○ Maintain currency of qualifications for area of assignment. <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 _____ ○ 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 This is a critical position for the functionality and efficiency of the office of professional development; the PD training assistant assists in coordinating the logistics for college-wide professional development activities, including convocation and FLEX week, and provides PD records to departments to track PD credit to name just a few of their key duties. Not having this position filled caused an immense amount of strain on our faculty PD coordinators and FPDC chair. We currently have a substitute in this position; however, they will not be able to renew their out of class assignment due to capacity needs of their original department. It is critical that this position be posted and filled as soon as possible. ○ 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: 1340002 - 2110 ○ Annual Salary at Step B: \$48,300

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Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: CDC Aide Position #: CL00236 FTE: .90 Level: 12 Department: CDC	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Classroom management: support CDC Assistant Sr. in planning environment and supporting curriculum implementation. Engage children for learning during individual and small group instruction ○ Support classroom for constant supervision, completion of ratios and daily routine care. ○ Support CDC Assistant Sr. with child observations and documentation required for all child assessments, child level outcomes, and school readiness goals. 2. Current status of position: VACANT <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 As per Title V regulations, Section 18290 student teacher ratios must be maintained to be in compliance. Early Head Start classrooms must maintain a ratio of 1 adult for every 4 children. <ol style="list-style-type: none"> a. Health and safety priorities The health of the children must be continuously observed. Children must be inspected daily for illness. Health and Human Services Title 22 101226.2 & 101226.3 b. Essential supervision This position is critical to the daily operations of the CDC lab and the childcare and education services that are provided to the children who attend the center. A high quality teaching staff provides examples of best practices in early care and education for the children; modeling and mentorship for our campus Child Development instructional program for Child Development college students. 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 (State and federal grant funded) ○ Smartkey and Salary Object: 1372194-2110 ○ Annual Salary at Step B: \$27,540 includes benefits

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: CDC Aide Position #: CL00445 FTE: .90 Level: 12 Department: CDC	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Classroom management: support CDC Assistant Sr. in planning environment and supporting curriculum implementation. Engage children for learning during individual and small group instruction ○ Support classroom for constant supervision, completion of ratios and daily routine care. ○ Support CDC Assistant Sr. with child observations and documentation required for all child assessments, child level outcomes, and school readiness goals. 2. Current status of position: VACANT <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 As per Title V regulations, Section 18290 student teacher ratios must be maintained to be in compliance. Early Head Start classrooms must maintain a ratio of 1 adult for every 4 children. <ol style="list-style-type: none"> a. Health and safety priorities The health of the children must be continuously observed. Children must be inspected daily for illness. Health and Human Services Title 22 101226.2 & 101226.3 b. Essential supervision This position is critical to the daily operations of the CDC lab and the childcare and education services that are provided to the children who attend the center. A high quality teaching staff provides examples of best practices in early care and education for the children; modeling and mentorship for our campus Child Development instructional program for Child Development college students. 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 (State and federal grant funded) ○ Smartkey and Salary Object: 1371597-2110 ○ Annual Salary at Step B: \$27,570 includes benefits

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9/06/22

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Diversity, Equal Opportunity and Title IX Officer</p> <p>Position #: New</p> <p>FTE: 1.0</p> <p>Level: M-8</p> <p>Department: District – Human Resources</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Plan, organize and direct the work of the EEO office ensuring compliance with all reporting requirements including data collection, database management, data analysis and reporting; updates and revises the District's EEO plan. ○ Monitor and coordinate regulatory compliance with local, state and federal laws and regulations, including but not limited to: Title IX, the Clery Act, and VAWA. Develop appropriate policies and procedures for compliance under Title IX, VAWA and the Clery Act. ○ Objectively and effectively oversee and coordinate investigations of allegations and complaints of alleged unlawful discrimination, sexual harassment, and other violations of rights relative to assigned program areas, prepare reports, and make findings and recommendations related to law and legal precedence, ensure investigations are timely, impartial and thorough. ○ Conduct investigations and resolve both informal and formal complaints of unlawful discrimination, including age, ancestry, ethnicity, color, physical disability, mental disability, parental status, pregnancy, gender, gender identity, gender expression, marital status, medical condition, genetic information, national origin, race religion, sexual orientation, and military or veteran status. <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 _____ ○ 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 ○ The main functions of this position are compliance based. The District may be held liable for violating Title IX and discrimination rights and procedures. Legal fees and judgements against the District are noteworthy considerations. This position is absolutely essential for the District. ○ Accreditation requirements

		<ul style="list-style-type: none">○ 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: 1114501○ Annual Salary at Step B: \$103,652

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Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Human Resources Technician</p> <p>Position #: New</p> <p>FTE: 1.0</p> <p>Level: 35</p> <p>Department: District – Human Resources</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ As a generalist, this position will focus on analyzing and maintaining mandated leaves. Position will also be cross train in the areas of benefits. <p>2. Current status of position:</p> <p>This is a new position and will be funded with defunding the HR Specialist CL-00055 position. The org mod for this position has been approved.</p> <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ FMLA, CFRA and WC are legal mandates which require compliance. A leaves specialist will ensure that WC payments are appropriately applied and paid leaves are consistent. <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: 1114501-2110 ○ Annual Salary at Step B: \$54,360 Annually