

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8-3-22

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Director, Payroll</p> <p>Position #: MG-00173</p> <p>FTE: 1.0</p> <p>Level: Grade 08</p> <p>Department: Payroll</p>	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Plan and direct the activities of the District payroll functions to ensure timely and accurate payment of staff, in accordance with District and County policies and procedures, and state and federal requirements. ○ Ensure compliance with IRS, State, County, Social Security, PERS and STRS rules and regulations, as well as collective bargaining agreements. ○ Serve as a liaison between Payroll and Human Resources to ensure compatibility with the related departmental functions, including leaves of absence, health & welfare benefits, and employee data. ○ Provide leadership to the Payroll team. Train, supervise and evaluate the performance of assigned staff. Develop and prepare work schedules, coordinate duties and assignments to ensure effective operations. Participate in the selection of new personnel. Effectively lead the payroll team toward achieving department goals that support the strategic goals of the District. 2. Current status of position: <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) 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates – responsible for tax filings and pension reporting ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services – responsible for assuring monthly payroll for all employees is timely and accurate ○ Essential supervision – responsible for supervision of 3 payroll technicians and 1 payroll analyst 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: 1117101-2140 ○ Annual Salary at Step B: \$103,652

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

08/03/22

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Financial Aid Assistant</p> <p>Position #: CL-00422</p> <p>FTE: 1.0</p> <p>Level: 25</p> <p>Department: Financial Aid— Grossmont College</p>	<p>1. Key responsibilities of position: This position performs specialized clerical duties and provides technical assistance in support of financial aid programs and services.</p> <ul style="list-style-type: none"> ○ Work closely with students to provide assistance with completion of forms and applications; requirements and restrictions; review completed forms for accuracy and completeness and process application ○ Verify supporting documentation ○ Operate and trouble shoot scanner hardware and software ○ Answer incoming calls; explain departmental policies, procedures and functions ○ Read, interpret and apply knowledge regarding regulations, policies and procedures related to student financial aid programs. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Critical threshold of educational or support services – This is a front line position that assist students with application, process incoming paperwork, prepares files for Financial Aid Advisors and is essential in delivering timely financial aid services to our students. <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: 1331090_G BFAP ○ Annual Salary at Step B: \$40,452

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

8/3/2022

Date

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 Specialist</p> <p>Position #: Z-00005509</p> <p>FTE: 1.0</p> <p>Level: 28</p> <p>Department: Transfer Center</p>	<p>2. Key responsibilities of position:</p> <ul style="list-style-type: none"> Organize and coordinate the day-to-day activities of the Transfer Center; utilize the SARS appointment scheduling system, and schedule appropriate staff coverage for Center. Provide information and assistance, both individually and in a group format, to students, faculty, staff and community members regarding the use of facilities and resources related to college transfer. Develop and maintain a current resource center containing college transfer literature, files, and other access information. Plan, organize, coordinate and promote college fairs, college days, transfer workshops, college visits, transfer-achievement ceremony and other specialized transfer-related events and activities; develop new programs to meet student needs. Schedule counseling appointments and obtain student transcripts prior to the appointment;_ arrange group meetings and college representative visits. Prepare, promote, publicize and disseminate a wide variety of written materials including correspondence, reports, newsletters, brochures, manuals and guides. Provide assistance to students on completing university admission applications. Prepare reports, memoranda, correspondence, requisitions, work orders, purchase orders and other documents related to assigned functions. Develop, maintain, and retrieve data from a variety of computer database systems for tracking and to generate reports related to student records and mailing lists. Operate a personal computer and a variety of college research and word processing software; operate business machines such as calculator, copier, microfiche viewer/printer, etc. Participate as directed in the training and direction of hourly personnel and student workers. Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations. Maintain currency of qualifications for area of assignment. Troubleshoot problems with office equipment, computer system and office infrastructure. <p>3. Current status of position:</p> <ul style="list-style-type: none"> Filling a replacement position included in the budget <p>4. 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 duties related to the organization and coordination of services and activities in the Transfer Center. Maintains and develops resources related to college transfer. Prepares related records and reports; 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 transfer literature. This position is essential to meet the growing demand for transfer students while completing their university admission applications. As a result, this will increase the number of individuals receiving degrees.</p> <p>5. 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: 1333601 - 2110 Annual Salary at Step B: \$44,196 (\$3,683 Monthly)