

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

12/5/22

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: General Maintenance Worker</p> <p>Position #: CL-00071</p> <p>FTE: 1</p> <p>Level: 30</p> <p>Department: Facilities</p>	<p>1. Key responsibilities of position:</p> <p>Perform a variety of semi-skilled building maintenance and repair work utilizing the basic trades.</p> <p>Provide assistance to skilled maintenance workers in the electrical, carpentry, plumbing and heating/air conditioning maintenance trades.</p> <p>Perform various building maintenance and repair duties; maintain and repair doors, door closures, locks and windows; patch and repair roofs as necessary.</p> <p>Remove, replace and repair plumbing fixtures and faucets; replace washers and gaskets as necessary.</p> <p>Patch and prepare surfaces for painting; paint various surfaces including walls, cabinets and shelving; stripe parking lots as required.</p> <p>Assist in the maintenance and repair of heating and air conditioning equipment and systems as required; check equipment and systems for proper operations and replace belts, fans, filters and other parts as necessary.</p> <p>Maintain routine records related to maintenance and repair activities.</p> <p>Operate a variety of equipment and machines including drill, press, grinder, sander, painting equipment and other hand and power tools.</p> <p>Repair desks chairs, tables, cabinets and other furniture; install shelving, bulletin boards and blackboards.</p> <p>Assist in the installation, maintenance and repair of electrical systems and equipment as required; install and repair electrical outlets and switches; replace electrical wiring as needed.</p> <p>Perform rough carpentry and concrete work as required.</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> <p><input checked="" type="checkbox"/> Filling a replacement position included in the budget</p> <p><input type="checkbox"/> Filling a restructured position included in the budget</p>

		<ul style="list-style-type: none"> <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 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 / No X Funding Source? Unrestricted / Restricted X Smartkey and Salary Object: 1427901/2110 ○ Annual Salary at Step B:

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
12/05/2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Advisor Position #: CL-00235 FTE: 1.0 Level: CL-35 Department: Financial Aid	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Review financial aid files and perform needs analysis in order to determine eligibility for financial aid awards. ○ Meet with students to advise them a variety of financial aid matters such as file status, clarification of FAFSA information reported, special circumstances, SAP, and money management. ○ Review financial aid petitions and make recommendations on appeal decisions. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ <u>Filling a replacement position included in the budget:</u> Current Substitute Advisor's last day is 11/10/2022. ○ 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"> ○ <u>Legal mandates</u> ✓ ○ Accreditation requirements ○ Health and safety priorities ○ <u>Critical threshold of instruction or support services</u> ✓ (This Advisor position is the main position that reviews and clears file to determine eligibility and to award students. The Advisor adheres to all the federal, state, and college regulations when conducting their duties to make sure the department is in compliance. Maintaining the number of Advisors is critical to providing the services students need to receive their aid determination in a timely manner.) ○ Essential supervision <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? <u>Yes</u> ○ Funding Source? <u>Unrestricted</u> / Restricted ○ Smartkey and Salary Object: 1431001-2110 ○ Annual Salary at Step B: \$53,280 (Level 35, Step B)

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
December 5, 2022**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Executive Assistant III Position #: CO-00045 FTE: 1.0 Level: Grade G Department: Human Resources	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Organize and manage the day-to-day activities of the Vice Chancellor's office to assure efficient and effective office operations; coordinate communications; perform complex duties to relieve the administrator of administrative detail. ○ Serve as office manager and receptionist for the assigned administrator; greet visitors and answer phones; organize and establish filing and record keeping systems; maintain supplies; open, screen and route mail. ○ Monitor and maintain current financial and budget information, monitor budget expenditures and prepare purchase orders, assist with budget preparations, manage funds to balance accounts. ○ Make decisions in accordance with laws, regulations, policies and procedures and apply them to problem situations; resolve problems not requiring the Vice Chancellor's attention. ○ Perform complex and responsible administrative assistance duties requiring specialized and extensive knowledge of the operations of the President's/Vice Chancellor's office and related legal educational administration functions. <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 <input checked="" type="checkbox"/> 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: 63,612