

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
12/16/2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Admin Assistant II Position #: new position FTE: 1.0 Level: 28 Department: HR	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Organize and manage the day-to-day activities of an assigned office to assure efficient and effective office operations. • Greet office visitors; initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; take messages as necessary; provide information; receive, sort, and route mail. • Perform a variety of secretarial and clerical duties for assigned administrator and other staff, relieving them of a variety of operational duties. <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? NO ■ Org Mod approval date _____ N/A _____ ○ 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): This is a new position that was approved by the Governing Board in December 2022. This position will replace Admin Assistant I, to accommodate additional duties for HR. <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 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: 1114501-2110 ○ Annual Salary at Step B: \$44,196

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: HR Technician Position #: CL-00637 FTE: 1.0 Level: Range 35 Department: Human Resources	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Assist in the administration of a specific Human Resources program, including, Employment, Employee Relations, Legal Services, and Benefits. Monitor and control activities of that function independently according to District policy and procedures, federal and State rules and regulations, and labor relations contracts. Identify issues and concerns relating to operations, policies, and procedures and coordinate the resolution of issues. ○ Prepare and process documents necessary for the recruitment, hiring, separation, transfer, and other related employment services business. ○ Compile and verify for accuracy personnel action and information items for governing board agenda. ○ Serve as Human Resources main Information Systems administrator(s); update and revise information in order to maintain accurate data, trouble shoot and problem solve as necessary. ○ Update classified position ratings and position titles in master point list after classification review. ○ Compose a variety of correspondence, reports, lists and memorandum related to area of assignment. Conduct research, complete statistical analysis, and compile reports and records as assigned. ○ Maintain a high level of confidentiality. ○ Conduct research, gather and analyze data from various reports as requested from public and staff. <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 prioritiesX 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: \$54,360

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Warehouse Assistant Position #: CL-00269 FTE: 1.0 Level: Grade 24 Department: Purchasing and Contracts	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of warehousing functions including stocking, shelving, filling requisitions and checking materials and supplies. ○ Inspect incoming stock for conformity to purchase orders and report shortages, damages and other discrepancies. ○ Unload, check and shelf incoming materials, equipment and supplies; receive merchandise and unload trucks. ○ Communicate with vendors and a variety of district personnel to schedule deliveries, discuss purchase orders and requisitions, track shipments, and resolve problems. ○ Maintain a variety of records related to the receipt, return and inventory of warehouse stock. ○ Operate a forklift, delivery vehicle and a variety of hand tools to perform warehouse and delivery activities. ○ Prepare orders for delivery; deliver and pick up various items including Board information packets, parcels, boxes, packages, and U.S. mail as needed at District sites and off-campus locations. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Position is vacant and this request is to fill the position permanently. The position is 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"> ○ Critical threshold of 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 ○ Funding Source? Unrestricted General Fund ○ Smartkey and Salary Object: 1118601-2110 ○ Annual Salary at Step B: \$39,264.00 plus benefits

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Library Technician III</p> <p>Position #: CL-00199</p> <p>FTE: 1.0</p> <p>Level: 32</p> <p>Department: Library</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Fully utilize various library related interfaces to provide access to library resources, including but not limited to the circulation, cataloging, interlibrary loan, and reserves modules of the integrated library system. • Acquire, create, and edit temporary catalog records and import and edit permanent catalog records provided from vendors to make library resources accessible to users following the library rules, standards, and established procedures. • Use the appropriate module in the integrated library system to conduct general catalog maintenance including withdrawing items, resolving missing and lost and paid issues, updating authority records, and performing regular inventories of the collection(s). Utilize the library related interfaces to update library holdings. • Conduct physical resource maintenance including repairing and processing library resources. • Maintain function of assigned area(s) including a safe, clean and orderly condition; assure compliance with established safety procedures and regulations. • Provide information and assistance to users in accessing library resources and in the operation of equipment within the library. • Communicate with district personnel, students, other colleges and libraries, vendors, and community members regarding library services, policies, issues, and events. • Open and close the library as assigned according to established procedures including preparing equipment, securing the library, and locking/unlocking the doors <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: Traditionally, the library has maintained operating hours from 7:30am-9:30pm in order to ensure that all students, regardless of their academic</p>

		<p>paths, have adequate access to resources (per ACCJC Accreditation Standards IIB1, IIC3). We will no longer be able to offer even the minimum level of staffing to keep the library open. This position is critical to our ability to maintain hours of operation in the morning and evening. Below are the relevant factors:</p> <ul style="list-style-type: none"> • There must be a minimum of two staff present for each part of the day (including opening and closing). • We will be forced to close access to the second floor at times during the day, as it is not possible to adequately monitor two floors, and that would result in unsafe conditions (ACCJC Standard IIB1). • Student workers are required by law to have a staff member present to supervise. • If anyone needs to be out sick or take personal leave, the library must reduce hours. • In addition to supervising student workers and monitoring the library spaces, each staff member has assigned tasks which require focus and full attention. Having all of their hours dedicated to supervision and monitoring leaves them no time to accomplish their assigned work (circulation, cataloging, purchasing). This leaves core services and resources unprovided for 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: 1341003-2110 ○ Annual Salary at Step B: \$49,740

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<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-00003766</p> <p>FTE: 1.0</p> <p>Level: CL-28</p> <p>Department: Student Affairs</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Performs a variety of specialized duties to provide services to students in Student Affairs including student conduct, Title IX, complaints, grievances and other Student Affairs programming. ○ Organize and coordinate office activities in assigned area to assure timely and efficient office operations. ○ Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required. ○ Greet office visitors and answer telephones; screen and refer calls, schedule appointments and meetings or take messages as appropriate. ○ Answer questions and provide specialized information and assistance to students, instructors and others in assigned area of student services. ○ Communicate with other district departments and personnel, local high schools, community organizations and other outside organizations and agencies to exchange information and coordinate activities. ○ Type a variety of materials such as reports, correspondence, memoranda, forms and other materials. ○ Attend conferences and meetings. ○ Participate in planning and developing departmental operations and procedures; coordinate and participate in special events. ○ Compile and prepare statistical and other reports and records. ○ Maintain various records and files related to students, supplies and specialized functions of Student Affairs, compile information for reports. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Other (please specify): Filling a vacancy due to resignation <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates: This position is critical to meet the minimum critical threshold of support services. The Student Affairs Office is open to the public from 8am-5pm Monday through Thursday and 8am-1pm Friday. The Student Services Specialist provides support to the Dean of Student Affairs, as well as all of the key functions of the Student Affairs, including the following mandates: <ul style="list-style-type: none"> ■ Sexual Harassment & Discrimination (Title IX Education Amendments of 1972, Title VII Civil Rights Act, GCCCD GB Policy 3430) ■ Student Due Process (Ed Code 66300) 14th Amendment ■ Grievances (Ed Code 76221) 14th Amendment ■ Freedom of Speech (Ed Code 76120)

		<ul style="list-style-type: none"> ○ Accreditation requirements: To provide appropriate, comprehensive, and reliable services to students. ○ Health and safety priorities: <ul style="list-style-type: none"> ■ Reduce student and staff concerns by ensuring uninterrupted services to students ■ Helps ensure safety protocols are met ○ Critical threshold of instruction or support services: <ul style="list-style-type: none"> ■ Due to department's workload, high demand and minimal staffing, other staff is required to compensate for lack of availability and has caused additional stress on already heavy workloads ■ Need to fill this position to provide critical support service ○ Essential Supervision: Employee carries high responsibility in assisting the Dean of Student Affairs in ensuring timely and sufficient services to students in Student Affairs including student conduct, Title IX, complaints, grievances and other Student Affairs programming. <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: 1336001-2110 ○ Annual Salary at Step B: \$44,196
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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Tutoring Center Specialist</p> <p>Position #: CL-00351</p> <p>FTE: 1.0</p> <p>Level: 32</p> <p>Department: LTR-Tutoring</p>	<ol style="list-style-type: none"> Key responsibilities of position: <ul style="list-style-type: none"> Organize, coordinate, and oversee services, tutors, and student workers in the English Writing/Humanities Center Gather data, prepare reports, monitor budget, ensures payroll is completed in a timely and accurate manner Train and provide professional development as needed. Assist LRC Tutoring supervisor in implementing new processes, tools, and updating practices to ensure student success 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) Strategic Staffing Rationale: Please address at least one of the following items: <p>Both legal and Accreditation standards require a designated classified staff member to directly oversee the work of student tutors. Without this staff person on site, there are not adequate numbers of Tutoring Center Specialists to maintain required levels of supervision across multiple discreet locations. This represents a direct safety concern and would require that we eliminate nearly all service in the English and Humanities Tutoring Center.</p> <p>There is also an additional time-sensitive element because the college has just initiated a search committee process for an already-approved Tutoring Center Specialist position and could reduce strain on HR and potentially eliminate the need for a substitute by hiring for two positions for the single pool.</p> 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