

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
11/15/2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Buyer, Intermediate Position #: CL-00498 FTE: 1.0 Level: Grade 30 Department: Purchasing and Contracts	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Review and process requisitions for the purchase of materials, supplies, and equipment and services; prepare and issue purchase orders. ○ Determine sources of supply; obtain current prices, detailed specifications and shipping and delivery information. ○ Prepare and write formal bid specifications; receive bids; tabulate and analyze data; recommend supplier to be awarded contract based on price and conformance to specifications. ○ Prepare and award informal bids in assigned categories in accordance with established guidelines. ○ Contact vendors by mail or telephone regarding discrepancies in invoices, statements or deliveries. ○ Interviews vendors regarding new merchandise and new sources of supply. ○ Communicate with district departments and personnel to provide information and assistance concerning specifications, sources, prices, availability and related matters; provide recommendations concerning substitutes or alternates as necessary. ○ Develop and maintain records and files related to buying activities, such as records of purchase orders and requisitions. 2. Current status of position: <ul style="list-style-type: none"> ○ Position is currently being filled out of class (OOC) and this request is to fill the position permanently. The position is included in the budget. 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Critical threshold of support services 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted General Fund ○ Smartkey and Salary Object: 1118501-2110 ○ Annual Salary at Step B: \$46,884 plus benefits

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Technician CSEA Position #: CL-00081 FTE: 1.0 Level: Department: Financial Aid Department	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ This position performs specialized duties and provides technical support for financial aid programs and services such as Pell grant reconciliation, overpayments and Return of Title IV (R2T4) processing. They are the point person in coordinating with Common Origination & Disbursement (COD) and other agencies on a variety of federal processing, reporting and reconciliation issues. 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) Filling a vacancy due to an external promotion. 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates ○ Critical threshold of instruction or support services Legal Mandates & Critical threshold of educational support services – the Grossmont College Financial Aid office processes over 19,000 applications each year and awarded more than 34 million dollars in federal, state and institutional aid for 2020-2021. This position is crucial to maintaining critical support services offered directly to our neediest students and to also meet continued legal requirements for coordination and implementation of the federal Pell Grant and Direct Loan programs. 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: 1331091-BFAP Categorical Funding ○ Annual Salary at Step B: \$44,616 at Step B

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STRATEGIC HIRE REQUEST

11/15/22

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Assistant Position #: CL-00423 FTE: 1.0 Level: 25 Department: Financial Aid— Grossmont College	<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 ○ 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"> ○ 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: 1331001 ○ Annual Salary at Step B: \$40,452

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
November 15, 2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Administrative Assistant III Position #: CL-00520 FTE: 1.0 Level: 32 Department: Instructional Dean's Office/ Arts, Languages and Communication	<p>1. Key responsibilities of position:</p> <p>Under the direction of an M-10 through M-11 level administrator, perform a variety of difficult and often complex specialized and responsible secretarial and administrative assistant duties to relieve the administrator of operational detail.</p> <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a position included in the budget due to retirement <p>3. Strategic Staffing Rationale:</p> <p>:</p> <ul style="list-style-type: none"> ○ Critical threshold of instruction or support services – position is a direct report to Dean of Arts, Languages & Communication, M-10 <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: 1375001- ○ Annual Salary at Step B: \$49,740