

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
2/13/2023**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include: Position Title: Director, Instructional Technology</p> <p>Position #: Z-00006963</p> <p>FTE: 100%</p> <p>Level: M-08</p> <p>Department: IT (Learning and Technology Resources)</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under the direction of the assigned manager, directs, manages, supervises, coordinates and evaluates the activities of Instructional Computing Services, Instructional Computer Facilities, and Instructional Media Services; guides the development of technology processes, provides expert professional assistance based on emerging technology trends in the acquisition of hardware and software; and performs related duties as assigned. <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"> ○ Critical threshold of instruction or support services ○ Essential supervision <p>This position directly supervises 8 classified employees and as many as 10 student workers. It provides the expertise and planning for technology purchasing, installation, maintenance, updating, and support of technology worth millions of dollars. Additionally, the creation of this position several years ago was a direct response to the acknowledged failure of a structure which placed direct supervision and planning of a very high volume of highly technical matters into the hands of a single dean, who is simultaneously responsible for 4 additional areas.</p> <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: 1329009-2140 ○ Annual Salary at Step B: \$103,652 plus benefits

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STRATEGIC HIRE REQUEST

2/3/23

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Graphic Designer Position #: CL-00418 FTE: 1.0 Level: 36 Department: Creative Services	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Under the direction of an assigned supervisor or lead, independently develops original design concepts, manages electronic files and storage management, produces art for the web, provides technical expertise regarding design and marketing concepts and trends, techniques and solution approaches to administrative personnel, foundation members, faculty, staff and students. 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 ○ 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 / No ○ Funding Source? Unrestricted / Restricted <ul style="list-style-type: none"> ○ Smartkey and Salary Object: 1321005-2110 ○ Annual Salary at Step B: \$55,992 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: EOPS Administrative Assistant II</p> <p>Position #: CL-00509</p> <p>FTE: 1.0</p> <p>Level: CL-28</p> <p>Department: EOPS/CARE</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Maintain front office reception duties, student triage and referral to other services ○ Provide admin support for coordinator and program specialist, assist in coordination student worker duties ○ Assist students, maintain files and students records ○ Coordinate EOPS counseling appointments and post faculty, classified and staff schedules ○ Organize and manage the day-to-day activities of an assigned office to assure efficient and effective office operations. ○ Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions. ○ Prepare and review routine correspondence, records, and other documents 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. ○ Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; obtain and provide information, coordinate activities and resolve problems. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position 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: This position will provide handle critical confidential information and student records. Likewise, the position demands professional discretion in dealing with highly sensitive student information. The position supports the EOPS, CARE and NextUp coordinator, Associate Dean, and participants of the T2S, Dream Center and SIP programs. Establish and maintain a variety of records, logs, and files related to assigned functions. Follow district and department policies and procedures. Perform a variety of duties in support of special events, research, and other special projects. Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; and coordinate activities and resolve problems. ○ 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○ Funding Source? Restricted○ Smartkey and Salary Object: 1335594-2110○ Annual Salary at Step B: \$44,196 plus benefits