

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

3/29/23

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Campus and Parking Services Specialist Position #: CL-00576 FTE: 1.0 Level: CL 30 Department: Public Safety	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Provide vehicle and foot patrol of campus roads, walkways, parking lots and all buildings districtwide ○ Observe and report acts of vandalism, thefts, unusual behavior, and intrusions to buildings ○ Observe and report unsafe conditions and fire hazards ○ Secure doors, windows and gates ○ Provide parking and traffic control services including issuing parking citations ○ Activate, deactivate, and monitor fire and intrusion alarms ○ Provide escorts to faculty, staff and students ○ Provide public relations/customer services to faculty, staff, students and the public as requested ○ Participate in campus emergencies operations as directed 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement due to a resignation, included in the budget 3. Strategic Staffing Rationale: <ul style="list-style-type: none"> ○ Critical threshold of support services ○ Health and safety priorities 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the budget? YES ○ Funding Source: Position is split between UGF (30%) and Parking Funds (70%) ○ SmartKey and Object code: 1119400/1119091-2110 ○ Annual Salary at Step B: \$45,960 plus benefits

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03-29-23

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Athletic Trainer Position #: CL-00266 FTE: 1.0 Level: 40 Department: AKHE Division Athletics	<ol style="list-style-type: none"> Key responsibilities of position: <ul style="list-style-type: none"> ○ Evaluate and treat injuries & illnesses to student-athletes. ○ Establish and maintain communication with coaches of condition and availability of student-athletes. ○ Attend athletic events as assigned and administer emergency first aid treatment, assess and treat as necessary. ○ Counsel student-athletes regarding injury care and prevention. 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: <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ <u>Health and safety priorities</u> ○ CCCAA Medical Policies: ○ Athletic trainer must provide health care supervision for all home/hosted contests by the college as described in CCCAA Constitution section 9.2.2.B5. ○ Critical threshold of instruction or support services ○ Essential supervision 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: 1436507-2110 ○ Annual Salary at Step B: 66,180.00

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Budget Analyst</p> <p>Position #: CL-00414</p> <p>FTE: 1.0</p> <p>Level: CL-43</p> <p>Department: Administrative Services</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform accounting functions on specific programs, and reports essential to operations. Maintain knowledge of current legal requirements, including federal, state and local laws, codes and legislation ○ Provide information regarding budget expenditure amounts and year-end projections to District and College administrative staff. ○ Perform expenditure analysis to monitor compliance with legal requirements and budget control. ○ Perform analysis of categorical funds as appropriate. ○ Provide budget performance reports. ○ Provide budgeting models as required to support site funding allocations. ○ Develop a controlled budget strategy for program needs to include intermediate and long-range projections for resources and appropriations <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 instruction or support services – This position provides vital support in the development and administration of the college’s budget. This position also provides support to the college’s restricted programs and budget managers. <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: 1427502-2110 ○ Annual Salary at Step B: \$72,312