

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

April 28, 2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Business Services Specialist</p> <p>Position #: CL-00155</p> <p>FTE: 1.0</p> <p>Level: Classified Range 26</p> <p>Department: Business Communications Services</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Campus Switchboard Operator ○ Assist Students/Faculty/Staff at counter ○ Process incoming/outgoing mail ○ Maintain a variety of financial records, reports and files ○ Process campus facility requests & reports ○ Maintain the online phone directory database ○ Issue building keys and access fobs, maintain database ○ Assist faculty/staff with phone setup and issues ○ Assist with travel arrangements ○ Assist with managing campus mailboxes <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ 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 position that will be vacant effective July 2, 2023. Current Business Services Specialist is retiring effect July 1, 2023. <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 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: 1328001-2110 ○ Annual Salary at Step B: \$40,836

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Instructional Operations Supervisor</p> <p>Position #: SU-00017</p> <p>FTE: 1.0</p> <p>Level: Grade S-I</p> <p>Department: Instructional Operations / Academic Affairs</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Coordinates, supervises and participates in the preparation, editing, revision, proofreading, printing and distribution of the college catalog, spring and summer class schedules. • Supervises schedule revisions and updates including preparation and distribution of class schedule addendums. • Calculates and verifies course loads (LED), Taxonomy of Programs (TOPS) and budget key/object codes; work with department chairs, coordinators and division deans on load and other payroll issues and determine appropriate action as needed; maintain confidentiality of payroll records. Maintains Reassigned Time allocation assignments and incorporate into full-time faculty loads; verify for accuracy. • Processes banking and load averaging requests. • Participates in various Curriculum Committee activities; review curriculum proposals; assist faculty with selection and completion of appropriate forms; process and track alignment and related forms, and conduct related research; prepare committee meeting agenda and backup materials; attend meetings; take, prepare and distribute minutes; prepare board packet summarizing curriculum actions for the academic year. • Coordinates, supervises, and tracks faculty evaluations. <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:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements - tracks and maintains curriculum records ○ Health and safety priorities ○ Critical threshold of instruction or support services: This position is essential to the daily operations of the college; the Instructional Operations office coordinates, maintains, and tracks all curriculum,

		<p>facilities requests while also coordinating class schedules, faculty evaluations, and the college catalog.</p> <ul style="list-style-type: none">○ 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: 1324001-2120○ Annual Salary at Step B: \$70,362 plus benefits

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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Vice President of Academic Affairs</p> <p>Position #: MG-00039</p> <p>FTE: 1.0</p> <p>Level: M-12</p> <p>Department: Academic Affairs</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ This position services as the chief instructional officer of the college and is responsible for the administrative oversight of all instructional programs, workforce training, instructional technology, tutorial services, library, and learning resources. <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:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services This position is necessary for maintaining critical threshold of educational and support services. In addition with compliance (Education Code, Title 5) and accreditation. ○ 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: 13240011250 ○ Annual Salary at Step B: \$156,906