

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

3/2/2023

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Admissions & Records Assistant, Senior Position #: CL-00170 FTE: 1.0 Level: CL-27 Department: Admissions & Records	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Receipt and imaging of all incoming student records ○ Student information update requests (name, address, ssn, etc.) ○ Transcript evaluation requests ○ Unit posting to Colleague for incoming transcripts 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position 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 instruction or 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 ○ Smartkey and Salary Object: 1432001-2110 ○ Annual Salary at Step B: \$42,912

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

3/2/2023

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Administrative Assistant I</p> <p>Position #: CL-00527</p> <p>FTE: 1.0</p> <p>Level: CL-26</p> <p>Department: Instructional Operations</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ The position provides administrative assistance and clerical support for Academic Senate and the Instructional Operations department, respectively. ○ Academic Senate follows the Brown Act for the meeting requirements. Meeting the deadlines for the agenda and minutes is critical to the success of the Academic Senate. The position also covers the scheduling of the rooms and transcribes the meeting minutes. Other duties include scanning and uploading documents for the Academic Senate meetings. ○ The Curriculum Committee meetings also follow the Brown Act for the meeting requirements. The position covers the scheduling of the rooms and transcribes the meeting minutes. Other duties include scanning and uploading the curriculum proposals on the intranet for the Curriculum Committee meetings. ○ Preparation of faculty evaluation summary reports. This job includes tracking, scanning, uploading, and distributing faculty evaluation summary reports. Online requests are entered for the student components through the Watermark program. The results are uploaded in CSV files into ProTeam. Evaluation scores from the peers and manager are entered into ProTeam. Printing of the summary reports and preparation for distribution to the Deans, Vice President of Instruction (VPI), and College President. ○ The formatting of the course outline of record in word after curriculum approvals are received—the uploading and posting of the course outline of record to the internet in PDF for public access. ○ Generating the Teaching Assistant (TA) memos and Large Class Bonus (LCE) reports each semester/session for the Dean and VPI approvals. The TA memos are generated and distributed after approvals. ○ Assisting with other duties as time permits, such as curriculum research on Colleague and COCI to keep the course documents up-to-date. Assisting with the class schedule documents in proofing formatting, grammar, and spelling. Assistance with distributing, collecting, and proofing the class schedule manuscript and catalog manuscripts. Scanning of archive records in Instructional Operations; curriculum documents, TA and LCE reports. Assisting with the preparation of the curriculum Governing Board dockets scheduled four times per year. <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"> ○ Accreditation requirements Instructional Operations: to continue to satisfy the clerical need based on a long-standing recommendation from ACCJC for a faculty evaluation clerk. Posting of the course outline of record to the internet for public access is another duty. ○ Critical threshold of instruction or support services Academic Senate: this position is critical support for the Academic Senate. It is also beneficial to have clerical support in the Instructional Operations department with so many high priority projects such as the Faculty evaluation summary reports, TA and LCE reports, TA memos. Catalog production, and class schedule production is a team effort that needs clerical support. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? <u>Yes</u> ○ Funding Source? <u>Unrestricted</u> ○ Smartkey and Salary Object: <u>1424006-2110</u> ○ Annual Salary at Step B: <u>\$41,664 plus benefits</u>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

3/2/2023

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: General Counselor</p> <p>Position #: # CN-00072</p> <p>FTE: 1.0</p> <p>Level: Class IV-6</p> <p>Department: Counseling Dept</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Experience providing educational counseling for prospective, new and continuing students. ○ Experience counseling students about community college options including certificate, associate's degree and/or transferring to four-year institutions. ○ Experience in the development of educational and career plans at the community college or university level. ○ Training and experience working with individuals and groups in providing personal and crisis counseling. ○ Assist in the articulation process which assures smooth transfer of high school students into the community colleges and appropriate transition of community college students into baccalaureate institutions. ○ Serve as liaison counselor to District high schools. ○ Serve as liaison to college divisions/departments. ○ Participate in the implementation of district policies governing student matriculation and graduation. ○ Conduct group orientation sessions. ○ Provide counseling for students on academic lack-of-progress probation. ○ Teach Personal Development classes in accordance with division needs. ○ Participate in required and scheduled Professional Development week activities each semester in compliance with contractual agreement. <p>2. Current status of position:</p> <ul style="list-style-type: none"> a. Filling a replacement position included in the budget b. Filling a restructured position included in the budget <ul style="list-style-type: none"> i. Has an Org Mod been approved? Yes / No ii. Org Mod approval date _____ c. Filling a new position <ul style="list-style-type: none"> i. Has an Org Mod been approved? Yes / No ii. Org Mod approval date _____ d. Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> a. Legal mandates b. Accreditation requirements c. Health and safety priorities d. Critical threshold of instruction or support services e. Essential supervision

		<p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">a. Is position included in the current budget? Yes / Nob. Funding Source? Unrestricted / Restrictedc. Smartkey and Salary Object: 1433096_SSSPd. Annual Salary at Step B: \$80,085

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

3/2/2023

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Instructional Media Services, Lead Position #: CL-00669 FTE: 100 Level: Range 41 Department: Library (LTR)	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Oversee and coordinate the operation and utilization of instructional media services including media hardware and software and the technical aspects of instructional multi-media equipment. ○ Perform a variety of specialized technical duties related to the acquisition, preparation, utilization and inventory of instructional media materials, equipment, and facilities. ○ Coordinate and assign workflow of personnel. ○ Maintain, troubleshoot, and repair a variety of instructional services equipment and machines including projectors, audio and video recorders, television monitors, cameras, LCD monitors, document duplicating and editing equipment and other audio-visual equipment. ○ Knowledge and use of networked based servers for installation, re-imaging, and adjustments and maintenance of computers. ○ Provide the design, installation, and testing for “smart classroom” electronic media and digital systems, including equipment necessary for ADA compliance, and technical support for various types of laptops, peripherals, tablets, and smartphones. ○ Provide technical information, training, and assistance to district personnel in the use and utilization of instructional media services and equipment; provide information concerning applicable laws and regulations as requested. ○ Communicate with vendors and suppliers to obtain information concerning instructional services equipment and prices; recommend the purchase of specific brands and types of audio and visual equipment and approved suggested substitutions. ○ Prepare and maintain a variety of records, files and reports related to instructional services equipment and functions, including maintenance and replacement scheduling of instructional equipment. ○ Train and provide work direction to assigned hourly personnel and student workers; assign and review work; participate in selection, hiring and evaluation processes as required. ○ Operate a variety of instructional services equipment and machines including audio visual equipment, computer hardware and software, hand and power tools and satellite communication equipment. ○ Work closely with faculty, Information Systems personnel, and other parties affected by instructional media services. <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- the staffing request is critical for continuity of instruction. The Instructional Media Specialist Lead will lead critical support and maintenance of new and future Hyflex equipment in classrooms. Along with troubleshooting and repairing a variety of other instructional services equipment and machines. <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: 1442001-2210○ Annual Salary at Step B: 64,908

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

3/2/2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Counselor/Coordinator</p> <p>Position #: New</p> <p>FTE: 1.0</p> <p>Level:</p> <p>Department: Athletics</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Create and coordinate programming and initiatives for the Athletic Department that enhances the academic experiences of student-athletes and increases success and retention of student-athletes; Oversee implementation of policies and procedures of in accordance with the Title 5, the CCCCCO and GCCCD. ○ Assist with the development and planning of the Athletic Department budgets in regards to serving student-athlete academic planning needs. ○ To collaborate with the athletic director, and athletics advisor and eligibility specialist to craft plans to best serve the academic needs of student-athletes ○ Work in-person and on-site with student-athletes directly; Open to call for an occasional flexible work schedule in which some weekends, late days, and travel to conferences may be required during peak demand times ○ Assist with planning and attend conferences and conventions with student-athletes and colleagues ○ Plan and coordinate annual events and services each semester designed to support student-athlete needs; assist in providing student-athletes with personal and professional growth opportunities so that they may become life-long learners and leaders within their communities ○ Coordinate, communicate, and collaborate with other district departments, personnel, education institutions, and the public to support student services and academic needs of student-athletes. ○ Provide personal, academic, transfer, and career counseling to prospective, new, and continuing student-athletes; Review and assess student-athlete transcripts and other related records; ○ Collaborate with on-campus student services departments to provide assistance and information to student-athletes regarding records, financial aid, book accounts, registration assistance, CCCAA & NCAA requirements, graduation requirements, transfer requirements, career information, and selected major requirements. ○ Refer student-athletes in need of personal, professional, and academic needs to the appropriate on and off-campus resources; must be active on campus and in the community to know where these resources are located ○ Knowledgeable of the student-athlete handbook and ability to explain student athlete policies and procedures ○ Maintain official records and collect data required by District policy and administrative procedure; submit records and data in accordance with college procedures;

- Produce reports and present data based on student-athlete retention and success metrics
- Lead the coordination, development, and distribution of a variety of materials, such as: brochures and applications for college programs, articulation agreements, college catalogs.
- Attend and actively participate in Counseling Department and other related meetings and conferences accordingly annually.
- Review and proof documents, records, applications and forms for accuracy, completeness and conformance to established departmental rules and regulations.
- Develop effective curriculum and comply with counseling and teaching assignments for Time Management and Study Skills and Career Planning Classes.
- Participate in Professional Development activities.
- Ability to create and update Abbreviate Education Plans (AEPs) and Comprehensive Education Plans (CEPs) for student-athletes that are in accordance with CCCAA, NCAA, CSU, UC, and other transfer institution standards and GCCCD graduation and completion standards.

2. Current status of position:

- Filling a replacement position included in the budget
- Filling a restructured position included in the budget
 - Has an Org Mod been approved? Yes / No
 - Org Mod approval date _____
- X Filling a new position
 - Has an Org Mod been approved? Yes
 - Org Mod approval date _____
- Other (please specify)

3. Strategic Staffing Rationale:

Please address at least one of the following items:

○ **Legal mandates**

The CCCAA and PCAC, the statewide and regional governing bodies for our CA Community College Athletics, legally require that all student-athletes have comprehensive education plans (CEPs) before they are able to compete. With more than 300 student-athletes at Grossmont College, many who have complex transcript situations from multiple outside colleges, the need for full-time counseling support for our student-athletes is robust.

○ **Critical threshold of instruction or support services**

Student-athletes often have strict unit and time-sensitive guidelines that their education plans must follow if they wish to transfer to four-year institutions to continue their athletic careers. There are numerous technicalities for student-athlete academic planning that if missed can lead to student-athletes losing eligibility to compete or miss scholarship opportunities for the next

		<p>level of academic and athletic competition. Having a full-time counselor who is dedicated to staying abreast of the ever-changing and complex regulations and standards is imperative.</p> <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 / Restricted○ Smartkey and Salary Object: 1336500-1220○ Annual Salary: \$84,089 plus benefits

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

3/2/2023

Date

Site	Position	Justification
<p>XGC <input type="checkbox"/> CC <input type="checkbox"/> DS</p>	<p>Please include:</p> <p>Position Title: CalWORKs Counselor</p> <p>Position #: New</p> <p>FTE: 1.0</p> <p>Level:</p> <p>Department: CalWORKs</p>	<ul style="list-style-type: none"> ○ Key responsibilities of position: ○ Provide personal, academic, and career counseling and case management in alignment with department of social services, federal, state and county guidelines. ○ Provide workshops, counseling and documentation in compliance with County CalWORKs ○ Provide culturally responsive professional development to campus and community partners in the needs of parents in poverty comprised mainly of immigrants, refugees, former foster youth, system impacted and survivors of domestic violence. ○ Cultivate a holistic safe empowering learning space for student parents. ○ Provide support to campus in its efforts eliminating equity gaps in effecting parents in poverty comprised of at-risk populations. ○ Support student parents in pursuing associate degrees, credentials, certificates, or specific skill sets offered through Grossmont College in preparation for an in demand job at the same rate or better than all other student groups on campus. ○ Creative unconditional positive regard with a traditionally slow- to trust population ensuring greater rates of persistence. ○ Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <ul style="list-style-type: none"> ▪ Has an Org Mod been approved? Yes / No ▪ Org Mod approval date _____ ○ Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Critical threshold of instruction or support services ○ In response to the State Chancellor's directive to serve CalWORKs Students with intention and in alignment with the mission and commitment to DEIAA - Grossmont College serves CalWORKs Student Parents in collaboration with the state and county department of social services and this requires greater support, care and longevity of staff

		<ul style="list-style-type: none">○ Budget Impact – Please specify the following:<ul style="list-style-type: none">○ Is position included in the current budget? Yes○ Funding Source? Unrestricted○ Smartkey and Salary Object: 1333005-1220○ Annual Salary: \$76,446 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

3/2/23

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Master Class Scheduler Position #: CL-00127 FTE: 100% Level: Range 32 Department: Instructional Operations	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under the direction of the Instructional Operations Supervisor, perform complex and specialized duties to coordinate, construct and maintain the master class schedule; generate reports, prepare and maintain related records, files, lists and other materials. ○ Coordinate, construct and maintain the master class schedule at a community college in accordance with established procedures using the District's student information management system. ○ Assign and verify the accuracy of codes and class contact hour calculations in compliance with State regulations and district policy. ○ Code and enter data on a personal computer for a wide variety of instructional records including non-degree and basic skills flags, work experience student status, dual enrollment, course repeatability, course description information such as Taxonomy of Programs (TOPS) course classification code, general education, transfer code, units, and course notes including descriptors, section notes, prerequisites, co-requisites, and recommended preparations. ○ Process Board approved curriculum additions, deletions and modifications in the student information management system and the class schedule. ○ Prepare and distribute class schedule data, schedule packets, line sheets, page proofs and other related materials as required. <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) <ul style="list-style-type: none"> ■ Current Master Class Scheduler has accepted a permanent position elsewhere. Department needs to find a substitute to fill their role. (March-June) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates: This role works with codes and class contact hours that are used to determine compliance with State regulations and district policy.

		<ul style="list-style-type: none"> ○ Accreditation requirements: This role is responsible for processing board approved curriculum in the student information management system that can impact accreditation. ○ Health and safety priorities ○ Critical threshold of instruction or support services: The course schedule is a time sensitive document and plays an important role on campus. This role also oversees facilities reservations. ○ 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? Unrestricted ○ Smartkey and Salary Object: 1324001-2110 ○ Annual Salary at Step B: \$48,756 + Benefits

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
03-2-2023**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: FT Philosophy Instructor Position #: IN-00027 FTE: 1.0 Level: Department: Philosophy & Religious Studies	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ FT Instructor of Philosophy ○ Fulfill all duties of the instructor job description according the Faculty labor contract. 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? ■ Org Mod approval date _____ 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 <p style="margin-left: 20px;">This position was prioritized and it is needed for students and for the campus FON. Additionally, this position will contribute to a comprehensive college in support of the Humanities. We lost a FT faculty member (Dr. Zoe Close, deceased in 2019). New faculty member will help expand the Philosophy program by curriculum development in Latin American Philosophy, Asian and Pacific Philosophy, Bioethics & alignment of courses with Cuyamaca. Based on national and statewide data, there is a growing demand by and potential recruitment of BIPOC students in Philosophy. This new faculty member will help the department grow in this area.</p> 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: Philosophy Key Code # 1385801-1110 ○ Annual Salary: \$76,444 including benefits

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

3/2/23

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Librarian Position #: New FTE: 1.0 Level: Department: Library	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Participate in the selection of Learning Resources materials within the general guidelines of collection development policy. ○ Guide and assist other faculty in selecting materials. ○ Confer with classroom faculty on library orientation activities for their classes. ○ Participate in the design and creation of learning materials and systems. ○ Recommend new library instruction curriculum in consultation with faculty in other disciplines as appropriate ○ Participate in planning staff development programs ○ Participate in institutional research activities and grants 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) New Faculty Hire requested through Annual Planning Process. 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> • This position was prioritized by the college • Title 5 standards recommend a minimum of 5.5 librarians for a college with our FTES. We currently have 4. • The expansion of the college's equity efforts have created substantial additional need for Open Educational Resources (OER) acquisition, curation, and promotion based on ongoing liaison work with faculty across nearly all departments. • The additional librarian allows for expansion of equity-focused outreach work directly to students and student groups, as well as collaboration with additional equity focused offices/programs such as Student Success and Equity, Outreach, Gizmo's kitchen, Professional Development, World Arts and Cultures Committee 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: 1341003-1220 ○ Annual Salary at Step B: \$84,089 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

3/2/2023

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Technology Project Manager Position #: FTE: 1.0 Level: ML-08 Department: District IT	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Provide leadership in the execution of districtwide technology projects. ○ Provide direction and coordination of both functional and technology tasks to complete projects on time and within budget. ○ Develop project management plans, lead project personnel, evaluate and revise processes and oversee change management in support of college and District strategic and institutional goals. ○ Ensure that realistic project, quality, change control and risk management processes are maintained ○ Make recommendations and provides updates to senior leadership on project progress. 2. Current status of position: <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 ■ Org Mod approval date 2/14/2023 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Critical threshold of instruction or 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 ○ Smartkey and Salary Object: 1113501-2140 ○ Annual Salary at Step B: \$103,652

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

3/2/2023

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Payroll Technician Position #: CL-00470 FTE: 1.0 Level: Range 34 Department: Payroll	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Receive, analyze and audit timesheets and hire letters. Prepare and input information to generate accurate employee pay; review and revise preliminary payroll run records; prepare budget conversions. ○ Analyze, calculate and post necessary adjustments to regular monthly and hourly pay; determine appropriate pay rates and deductions. ○ Calculate and prepare pay warrants manually as needed, compute payroll adjustments for revised/cancelled hire letters, docks, bonuses and other unusual items ○ Verify and audit substitute time sheets for accuracy, completeness and compliance with established procedures against instructor absence reports. ○ Calculate and post accurate information to appropriate leave time records. 2. Current status of position: <ul style="list-style-type: none"> ○ Replacement of a vacant position that is currently funded 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: 1117101-2110 ○ Annual Salary at Step B: \$55,416 plus benefits