

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

4/12/2023

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Dual Enrollment Coordinator</p> <p>Position #:</p> <p>FTE: FTE100%</p> <p>Level: S-I</p> <p>Department: Admissions & Records</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Develop and implement services, strategies, projects, goals, and objectives for the Dual Enrollment program and other key initiatives facilitated by the Admissions & Records Office. ○ Serve as a campus/center point of contact for students, parents, high school personnel, and college faculty and staff on topics related to dual enrollment. ○ Coordinate and develop strategic course offerings in partnership with Instructional leadership for CCAP and non-CCAP programs, to support college and district enrollment management and equity efforts. ○ Collaborate with Vice Presidents and other district and college Administrators to implement Dual Enrollment programming. ○ Conduct orientations, application workshops and other Dual Enrollment presentations in high schools, middle schools, or in the greater community. ○ Supervise and provide guidance to staff/faculty in the interpretation of state laws, rules and regulations related to Dual Enrollment and other Admissions & Records processes and functions. ○ Organize, manage and delegate the day-to-day activities to assure efficient and effective office operations, including but not limited to: ensuring compliance with local and state regulations, generating class rosters, updating student management system, developing reports, overseeing the processing of required paperwork and student registration, and other duties as assigned. ○ Run requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions. ○ Organize efforts with the Counseling and Outreach offices, Cashier's office, and other Admissions & Records staff to assist high school students in the completion of the college application and onboarding procedures to ensure successful matriculation and enrollment. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget No <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 <li style="background-color: yellow;">○ Critical threshold of instruction or support services ○ Essential supervision

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

4/12/2023

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Contracts Specialist Position #: New Position FTE: 1.0 Level: CL- 38 Department: Purchasing and Contracts	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> • Prepare, review, process, and administer a variety of service contracts and legal documents for performance and compliance. • Perform complex research through various methods to determine legality and conformance of proposed contracts (i.e. Education, Public Contract, Government, Labor codes, contractor’s state license board, prevailing wage laws, etc.). • Prepare and write detailed formal specifications for bids and proposals and recommend award based on price and conformance to specifications. • Secure competitive financing proposals for lease-purchase contracts; negotiate with vendors/contractors on negotiable items on contracts and agreements; • Assist in analyzing departmental activities and documents for compliance with district policies and governmental rules and regulations. 2. Current status of position: <ul style="list-style-type: none"> ○ This is a new position that was created to support the increased number of contracts for maintenance, repairs, general services, professional services, and public works projects. While the District implemented CUPCCAA, the department does not have the staff to support the additional contracts and informal bidding required for these contracts. This position will be funded by defunding CL-00404 Purchasing Assistant position which is currently vacant and there is no need to fill this position. 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: \$62,376 plus benefits

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
April 12, 2023**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Labor Relations Analyst Position #: Z-00010732 FTE: 1.0 Level: Conf. – Level J Department: Human Resources	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Independently perform a variety of responsible and complex duties related to human resources and labor relations operations including support for performance management, and assistance in contract negotiations and collective bargaining • Assists with functions of the District Negotiation teams including taking and transcribing notes and proposals from collective bargaining negotiation sessions. <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 ○ 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 General Fund ○ Smartkey and Salary Object: 1114501-2130 ○ Annual Salary at Step B: \$80,703 plus benefits

		<p>This position was initially part of the Cuyamaca Title V grant and was institutionalized in the budget to fulfill a dual enrollment coordination function, which is housed within the Admissions and Records Department. The position will serve a critical function to the department by assisting with a variety of technology projects, implementing policies, ensuring alignment with state and federal requirements, serving as a supervisor, and serving in a coordinative role for the College's dual enrollment and other efforts to increase equitable access.</p> <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: 1432001 100% ○ Annual Salary at Step B: \$70,362