GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
_____June 12, 2023_____
Date

Site	Position	Justification
☐GC ☒CC ☐DS	Please include: **Position Title:** *Art Instructor: Digital Arts* **Position #:** *NEW* **FTE:** *1.0* **Level:** *INIV/6* **Department:** *Arts, Humanities & Social Sciences*	**1. Key responsibilities of position** o Classroom Responsibilities o Evaluation of Students o Curriculum o Student Advising o Professional Development o Additional Responsibilities **2. Current status of position:** o **Filling a new position as a replacement for a faculty position included in the budget** ■ Has an Org Mod been approved? **Yes** ■ Org Mod approval date 4/11/23 **3. Strategic Staffing Rationale:** Please address at least one of the following items: o Legal mandates o Accreditation requirements o Health and safety priorities o Critical threshold of instruction or support services: The Art department would like to align with Grossmont College by adopting their Art program area of emphasis in "Digital Art." Additionally we would like to align and/or merge Cuyamaca's Graphic Design program through course cross listing with courses in our Art program or by other means. This would allow our ACP to fully align with Grossmont's AA areas of emphasis and/or certificates in "Digital Art" and "Art and Design." A FT faculty member, versed in this area of emphasis, is essential to facilitate this alignment. This would serve students across the district and help to unify and grow our Academic Career Pathway Visual and Preforming Arts o Essential supervision **4. Budget Impact – Please specify the following:** o Is position included in the current budget? Yes o Funding Source? **Unrestricted** / Restricted o Smartkey and Salary Object:1450403-1110 o Annual Salary at Step B: 72,804

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
_____06/12/23_____
Date

Site	Position	Justification
☐ GC ☒ CC ☐ DS	Please include: **Position Title:** Job Placement Case Management Specialist **Position #:** **Z-00008883** **FTE:** 1.0 **Level:** CL 41 **Department:** **Career Education**	**1. Key responsibilities of position:** Under the general direction of an assigned manager, the specialist will develop and execute a case management system to provide students with career readiness skills and employment preparation strategies. They will prepare students to obtain and retain positions as interns, co-op students, student workers, and permanent employees. The specialist collaborates with and is a resource to Career Technical Education (CTE) departments and faculty to ensure that all program-related milestones and regional, district, and department goals are achieved. **2. Current status of position:** o Filling a replacement position included in the budget o Filling a restructured position included in the budget ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ o Filling a new position ■ Has an Org Mod been approved? Yes ■ Org Mod approval date _12/20/19_____ o Other (please specify) **3. Strategic Staffing Rationale:** Please address at least one of the following items: o Legal mandates o Accreditation requirements o Health and safety priorities o Critical threshold of instruction or support services - *Position must meet institutionalization to be funded. Growth in the support area has met full implementation threshold.* o Essential supervision **4. Budget Impact – Please specify the following:** o Is position included in the current budget? Yes o Funding Source? Restricted o Smartkey and Salary Object: 1111085-2110 o Annual Salary at Step B: $68,160

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STRATEGIC HIRE REQUEST
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Date

Site	Position	Justification
☐GC ☒CC ☐DS	Please include: **Position Title:** Library Technician II **Position #:** CL-00222 **FTE:** 1.0 **Level:** CL-28 **Department:** LTR- Library	**1. Key responsibilities of position:** • Fully utilize various library related interfaces to provide access to library resources, including but not limited to the circulation, cataloging, interlibrary loan, and reserves modules of the integrated library system. • Acquire, create, and edit temporary catalog records and import and edit permanent catalog records provided from vendors to make library resources accessible to users following the library rules, standards, and established procedures. • Use the appropriate module in the integrated library system to conduct general catalog maintenance including withdrawing items, resolving missing and lost and paid issues, updating authority records, and performing regular inventories of the collection(s). Utilize the library related interfaces to update library holdings. • Conduct physical resource maintenance including repairing and processing library resources. • Maintain function of assigned area(s) including a safe, clean and orderly condition; assure compliance with established safety procedures and regulations. • Provide information and assistance to users in accessing library resources and in the operation of equipment within the library. • Communicate with district personnel, students, other colleges and libraries, vendors, and community members regarding library services, policies, issues, and events. • Open and close the library as assigned according to established procedures including preparing equipment, securing the library, and locking/unlocking the doors. **2. Current status of position:** o **Filling a replacement position included in the budget** o Filling a restructured position included in the budget ■ Has an Org Mod been approved? **Yes** / No ■ Org Mod approval date _____ o Filling a new position ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ o Other (please specify) **3. Strategic Staffing Rationale:** Please address at least one of the following items: o Critical threshold of instruction or support services to keep Library operations running and key student support services. The Library

		Tech III position is urgently needed since it is a necessary supervisor role.
		- Essential supervision is critical to lead a team of hourly and work-study library staff. This role is critical to maintain high quality library support services. **4. Budget Impact – Please specify the following:** - Is position included in the current budget? **Yes** / No - Funding Source? **Unrestricted** / Restricted - Smartkey and Salary Object: **1441001** - Annual Salary at Step B: $3,868/month $46,416/year

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
_____06/12/2023_____

Date

Site	Position	Justification

☐GC
☒CC
☐DS
	Please include:
	
	Position Title:
	
	Library Technician III
	
	Position #:
	CL-00082
	
	FTE:
	
	1.0
	
	Level:
	
	CL-32
	
	Department:
	LTR- Library
		1. Key responsibilities of position:
		o Fully utilize various library related interfaces to provide access to library resources, including but not limited to the circulation, cataloging, acquisition, and report modules of the integrated library system.
		o Using the appropriate module in the integrated library system and/or finance system, coordinate the acquisition, cataloging, and circulation of resources and equipment in the library.
		o Conduct catalog maintenance in accordance with library rules and standards. Coordinate operations of assigned area(s).
		o Following standardized library cataloging rules and local cataloging standards acquire and edit permanent catalog records to facilitate identification, access, and use of resources. In conjunction with a librarian, create permanent catalog records. Using judgment, interpret and apply appropriate tools and standards necessary for cataloging and classification of library resources.
		o Recruit, interview, train, provide work direction, and evaluate hourly employees (non-classified); prepare employment forms, monitor hours and schedules to ensure coverage of library service desks.
		o Record, tabulate and compile statistics; create, generate, and maintain a variety of detailed statistical records and reports for assigned area(s) of responsibility.
		o Communicate with district personnel, students, other colleges and libraries, vendors, and community members regarding library services, policies, events and resolve issues.
		o Open and close the library as assigned according to established procedures including preparing equipment, securing the library, and locking/unlocking the doors. Maintain assigned area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.
		
		2. Current status of position:
		
		o **Filling a replacement position included in the budget**
		o Filling a restructured position included in the budget
		   ■ Has an Org Mod been approved? **Yes** / No
		   ■ Org Mod approval date _____
		o Filling a new position
		   ■ Has an Org Mod been approved? Yes / No
		   ■ Org Mod approval date _____
		o Other (please specify)

		3. **Strategic Staffing Rationale:** Please address at least one of the following items: ○ Critical threshold of instruction or support services to keep Library operations running and key student support services. The Library Tech III position is urgently needed since it is a necessary supervisor role. ○ Essential supervision is critical to lead a team of hourly and work-study library staff. This role is critical in order to maintain high quality library support services. 4. **Budget Impact – Please specify the following:** ○ Is position included in the current budget? **Yes** / No ○ Funding Source? **Unrestricted** / Restricted ○ Smartkey and Salary Object: **1441001** ○ Annual Salary at Step B: $4,353/month $52,236/Year

Site	Position	Justification

☐ GC
☒ CC
☐ DS
	Please include:
	
	Position Title:
	Tutoring Center Specialist
	
	Position #:
	CL-00566
	
	FTE:
	1.0
	
	Level:
	CL-32
	
	Department:
	Tutoring
		1. Key responsibilities of position:
		
		  o Organize and coordinate the day-to-day operations of assigned tutoring center and support the virtual tutoring center
		  o Provide direction to hourly personnel and student workers as assigned; prepare weekly schedules for tutors and the master schedule for the semester
		  o Assist Faculty Tutoring Coordinator in recruiting, interviewing, evaluating, hiring, and training of part-time tutors and clerical workers; prepare employment forms; monitor hours and schedules to ensure center coverage. Organize, coordinate, and oversee services, tutors, and student workers.
		  o Gather data, prepare reports, monitor budget, ensures payroll is completed in a timely and accurate manner
		  o Assist Faculty Tutoring Coordinator in devising, updating, and implementing new processes, tools, and practices to ensure student equity and success
		  o Assist students in connecting to campus resources as needed
		
		2. Current status of position:
		
		  o **Filling a replacement position included in the budget**
		  o Filling a restructured position included in the budget
		    ■ Has an Org Mod been approved? Yes / No
		    ■ Org Mod approval date _____
		  o Filling a new position
		    ■ Has an Org Mod been approved? Yes / No
		    ■ Org Mod approval date _____
		  o Other (please specify)
		
		3. Strategic Staffing Rationale:
		Please address at least one of the following items:
		
		  o Critical threshold of educational or support services: The need for tutorial services is clear if we are to support the Strategic Plan, Student Equity Plan, Guided Pathways, and overall student equity and success. The most important duty of this position would be to provide coordination and supervision of tutors and front desk hourly workers during hours of operation.
		  o Essential operations and supervision: Without this staff person on site, there are not adequate numbers of Tutoring Center Specialists to maintain adequate levels of supervision across multiple discreet locations. The lack of this position would result in a direct safety

concern and would result in the elimination of most STEM tutoring services as well as impairing the capacity of the virtual tutoring center.

4. **Budget Impact – Please specify the following:**
   o Is position included in the current budget? **Yes** / No
   o Funding Source? **Unrestricted** / Restricted
   o Smartkey and Salary Object: 1425801-2110
   o Annual Salary at Step B: $4,353/month; $52,236/year

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STRATEGIC HIRE REQUEST
____June 12, 2023____
Date

Site	Position	Justification
☒GC ☐CC ☐DS	Please include: **Position Title:** Administrative Assistant III CSEA **Position #:** CL-00541 **FTE:** 1.0 **Level:** 32 **Department:** Admissions and Records	**1. Key responsibilities of position:** • Under the direction of an M-10 through M-11 level administrator, perform a variety of difficult and often complex specialized and responsible secretarial and administrative assistant duties to relieve the administrator of operational detail. **2. Current status of position:** ○ Filling a vacancy due to job transfer **3. Strategic Staffing Rationale:** Please address at least one of the following items: • <mark>Critical threshold of instruction or support services</mark> ○ This position currently manages all petitions for Admissions and Records. ○ position is a direct report to Dean of Admissions & Records and Financial Aid, M-10 ○ Furthermore, this position has been essential in assisting the Dean of Admissions and Records in keeping up with the latest State guidance and memos from the State Chancellor's Office. **4. Budget Impact – Please specify the following:** ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1332001_2110 ○ Annual Salary at Step B: $52,236 (CL/32B) ○