

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**6/20/23**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> Administrative Assistant III</p> <p><b>Position #:</b> CL-00521</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> 32</p> <p><b>Department:</b> MSE Division</p>	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Coordinate the office's high volume of activities and workflow</li> <li>○ Manage the Dean's calendar, coordinate and set up in-person and Zoom meetings</li> <li>○ Interact with students, faculty, staff, and administrators via email, in-person, and by phone</li> <li>○ Compile, create, audit, and process a variety of forms and reports</li> <li>○ Create NANCE, Federal Work Study and Academic Hire Forms for processing</li> <li>○ Oversee the division's 10 department budgets, transfers and purchase requests</li> </ul> </li> <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</li> </ul> </li> <li><b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:             <ul style="list-style-type: none"> <li>○ Legal mandates</li> <li>○ Accreditation requirements</li> <li>○ Health and safety priorities</li> <li>○ Critical threshold of instruction or support services: This position is essential for running instructional operations of the MSE Division.</li> <li>○ Essential supervision</li> </ul> </li> <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes</li> <li>○ Funding Source? Unrestricted</li> <li>○ Smartkey and Salary Object: 1425001-2110</li> <li>○ Annual Salary at Step B: \$52,236</li> </ul> </li> </ol>

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> Vice President, Student Services</p> <p><b>Position #:</b> MG-00006</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> M-12</p> <p><b>Department:</b> Student Services</p>	<p><b>1. Key responsibilities of position:</b> The Vice President of Student Services has the responsibility of providing leadership and direction to the student services division comprised of Counseling, Admissions and Records, Financial Aid, Student Affairs, Extended Opportunities Programs and Services (EOPS), Disabled Students Programs and Services (DSPS), CARE, CalWORKs, Outreach, Personal Development Counseling, Transfer, Assessment, Career and Employment Services, Health Services and Athletics. There is an emphasis on providing services through technologically integrated activities; duties also include providing direction and coordination for legislation, such as SB 1456 Student Success Act), SB 1440 (Degree with a Guarantee), and AB288 (Dual Enrollment). The Vice President serves as a member of the President's Cabinet and is responsible for making recommendations to the President regarding Student Services; other duties include serving as the ADA Coordinator for the college and providing support for program review, learning outcomes assessment, and planning; and, coordination with other college areas including, but not limited to, Instruction, Administrative Services, and Institutional Effectiveness, Success &amp; Equity.</p> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</li> </ul> <p><b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ This position is necessary for maintaining the critical threshold of educational and support services; in addition, the position is needed for compliance (Education Code, Title 5) and accreditation purposes.</li> </ul> <p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes</b></li> <li>○ Funding Source? <b>Unrestricted</b></li> <li>○ Smartkey and Salary Object: <b>1426001-1250</b></li> <li>○ Annual Salary at Step B: <b>\$156,960</b></li> </ul>

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b> Information Systems Business Analyst  <b>Position #:</b> <b>CL-00599</b>  <b>FTE:</b> 1.0  <b>Level:</b> 48  <b>Department:</b> District IT	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Analyze user requirements, procedures, and problems to automate processing or to improve existing computer systems;</li> <li>○ Implement, monitor, maintain, and enhance functions of the enterprise resource planning (ERP) system</li> <li>○ Organize, coordinate, and schedule projects and work assignments to manage the integration and utilization of the ERP system</li> <li>○ Consult with user department personnel to analyze and define current procedures and recommend new or modified system requirements and feasibility.</li> </ul> </li>   <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:           <ul style="list-style-type: none"> <li>○ This position is to replace a retirement in IT, effective October 27, 2023. This position will be mainly focused on supporting our Student Information System, Ellucian Colleague, with some support responsibilities with some of the nearly 80 other learning and administrative systems that District IT supports.</li> </ul> </li>   <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes</li> <li>○ Funding Source? Unrestricted</li> <li>○ Smartkey and Salary Object: 1113501-2110</li> <li>○ Annual Salary at Step B: \$78,240</li> </ul> </li> </ol>

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b> Information Systems Business Analyst  <b>Position #:</b> Z-00010756  <b>FTE:</b> 1.0  <b>Level:</b> 48  <b>Department:</b> District IT	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Analyze user requirements, procedures, and problems to automate processing or to improve existing computer systems;</li> <li>○ Implement, monitor, maintain, and enhance functions of the enterprise resource planning (ERP) system</li> <li>○ Organize, coordinate, and schedule projects and work assignments to manage the integration and utilization of the ERP system</li> <li>○ Consult with user department personnel to analyze and define current procedures and recommend new or modified system requirements and feasibility.</li> </ul> </li>   <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:           <ul style="list-style-type: none"> <li>○ This position is to replace a resignation effective July 13, 2023. This position will be mainly focused on supporting our HR, Finance and Payroll system, Workday, and will also provide support for Ellucian Colleague along with some support responsibilities for the nearly 80 other learning and administrative systems that District IT supports.</li> </ul> </li>   <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes</li> <li>○ Funding Source? Unrestricted</li> <li>○ Smartkey and Salary Object: 1113501-2110</li> <li>○ Annual Salary at Step B: \$78,240</li> </ul> </li> </ol>