

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

6.26.2023

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Child Development Center Assistant, Senior</p> <p>Position #: Z-00006329</p> <p>FTE: 1.0</p> <p>Level: 28</p> <p>Department: Child Development Center</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Provide care and education for classrooms of children, 2 years old through preschool age, and interact with the children in a developmentally appropriate manner ○ The planning and implementation of age appropriate indoor and outdoor activities, which reflect the philosophy of the Child Development Center. ○ Maintain open oral and written communication with parents, including both formal parent conferences which occur twice yearly and informal parent conferences as needed ○ Participate in planning and implementing team plans for children, in a developmentally appropriate inclusive environment. ○ Continually assess children based on program requirements and curriculum development needs. ○ Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations. <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"> ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ Essential supervision - This position is Essential as the Center Asst., Sr. is the lead teacher who oversees the supervision of the children and assigned staff in the classroom. The Center Asst., Sr., performs a variety of specialized duties related to care and education of young children and provides direction and training of child development majors in the Child Development Center and affiliated programs. This individual is responsible for planning and implementation of age appropriate indoor and outdoor activities, which reflect the philosophy of the Child Development Center. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1424894 ○ Annual Salary at Step B: \$46,416.00 plus benefits

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Director of Admission & Records</p> <p>Position #: MG-00145</p> <p>FTE: 1.0</p> <p>Level: ML-08</p> <p>Department: Admissions & Records</p>	<ol style="list-style-type: none"> Key responsibilities of position: <ul style="list-style-type: none"> Plan, organize, manage, and direct the daily operations of the Admissions and Records department. Supervise, train, and devalueate the performance of assigned personnel. Supervise and provide guidance to staff in the interpretation of complex laws, rules and regulations related to residency, international student admissions, veteran benefits, and in specialized data processing activities. Establish overall objectives and plans: initiate and participate in overall program planning; communicate college policies and philosophies to assigned staff. Manage and coordinate assigned areas to include; admissions, records retention and distribution, attendance accounting, residency, registration, evaluations, international students and veteran affairs; evaluate and recommend equipment and facilities. Supervise the maintenance of files and records required of the office by state, federal and local agencies, including the collection and maintenance of student related data and records. Administer and implement district rules, regulations, policies and procedures; prepare a variety of state accountability reports. Prepare budgets and submit through appropriate channels for approval; monitor and control assigned program-operating budgets; initiate special fund requests; determine need and priority for capital equipment and other materials. Assure responsiveness of the Admissions and Records functions to the overall needs of the college, students, faculty and administrators. Current status of position: <ul style="list-style-type: none"> Filling a replacement position included in the budget 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 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: 1432001-2140 Annual Salary at Step B: \$103,652

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Vice Chancellor Human Resources Position #: MG-00020 FTE: 1.0 Department: Human Resources	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Provides overall supervision, leadership, and direction to the District's Human Resources Programs, including Employment Services and Employee and Labor Relations. ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of educational or support services ○ Essential supervision ○ Chief negotiator <p>2. Current status of position: Replacement for VCHR included in the budget due to resignation.</p> <ul style="list-style-type: none"> ○ <input checked="" type="checkbox"/> 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> <ol style="list-style-type: none"> a. Critical threshold of Human Resources support services b. Essential supervision of District Human Resources division
		<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> / No ○ Funding Source? <u>Unrestricted</u> / Restricted ○ Smartkey and Salary Object: 1114501-2150 ○ Annual Salary at Step B: \$18,441 plus benefits