

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

July 19, 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: Health Center Nurse</p> <p>Position #: CL-00308</p> <p>FTE: (10 month position)</p> <p>Level: Range 45</p> <p>Department: Health Center</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Assess, evaluate, treat, counsel and refer students with health problems. ○ Perform health/wellness and disease prevention counseling and education. ○ Perform health tests and make appropriate referrals based on findings. ○ Assist with medical clinics and special events/fairs. ○ Assist in the preparation and maintenance of various reports and records regarding the student health program. ○ Obtain information for student accident reports. <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: ○ Health and safety priorities: Campus safety is of utmost importance in protecting those the Registered Nurse serves. Per the CA BRN: Registered Nurses (RNs) must have a working knowledge of the California Nursing Practice Act (NPA), as well as a deep understanding of the Scope of Practice, Section 2725 and how it directly relates to consumer protection and patient safety. Given the key decision making role of the RN on the interdisciplinary team, all RNs must be able to articulate the basis for their authority, responsibility and accountability. ○ Critical threshold of instruction or support services: The Registered Nurse follows standardized orders from a Medical Physician to include policies and procedures set forth by the District. Cuyamaca College Health and Wellness Nurses provide supportive care based on nursing diagnosis and interventions approved by the appointed Medical Physician. ○ Such essential functions are in alignment with maintaining safety needs of students enrolled at Cuyamaca College. As a Registered Nurse under the statutes of the CA BRN, Nurse Practice Act, the Health

		<p>Services Nurse, is vital in both direct and indirect patient care services that ensures the safety, comfort, and protection of patients' and the performance of disease prevention and education as a Public Health RN serving the campus.</p> <ul style="list-style-type: none">○ In addition, the RN is responsible for direct and indirect care services to include but not limited to the administration of medications and therapeutic agents ordered by the scope of a licensed physician. as defined by Section 1316.5 of the Health and Safety Code. <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? Restricted○ Smartkey and Salary Object: 1434091-2110○ Annual Salary at Step B: \$63,960 (10 month position)

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Health Professions Specialist Position #: CL 00075 FTE: 1.0 Level: 28 Department: Allied Health and Nursing	<p>1. Key responsibilities of position:</p> <p>Working under the direction of the Senior Dean of Allied Health and Nursing and Program Coordinators, organize and manage day-to-day office activities related to specialized health programs.</p> <ul style="list-style-type: none"> ▪ Maintain student and program related statistical data throughout each cohort for accreditation reports. ▪ Developing and maintaining confidential files in multiple databases for various student groups in compliance with FERPA and HIPAA. ▪ Prepare and evaluate program application requirements needed for accreditation, college policies and outside facility contracts. ▪ Maintain continual communication with perspective applicants, waitlisted students, current program students and graduates. ▪ Read and interpret bloodwork and immunization documentation for prospective students. Confirm or deny immunization status to prospective student; relay accurate immunization requirements. ▪ Process and track confidential healthcare facility compliance paperwork for students and faculty participating in clinical experiences at major health care facilities throughout San Diego County. Act as liaison to various student placement offices and ensure all onboarding processes are adhering to their standards and policies, which can vary at each facility. ▪ Coordinate program activities with other district departments and personnel, healthcare agencies, educational institutions and community organizations. ▪ Continue and make additions to the Allied Health program websites to ensure accuracy for accreditation and college standards. ▪ Provide daily support for program coordinators assuring college and accreditation requirement deadlines and regulations are adhered to. Including writing new student requirement packets, orientation materials, student letters, program completion certificates, etc. ▪ Coordinate department and advisory meetings; prepare agendas and participate in meetings while taking, transcribing and distributing meeting minutes. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ X 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)

3. Strategic Staffing Rationale:

On site accreditation review visits are scheduled for all programs in the next two years. The HPS, and their work, is a critical resource in gathering and reporting the activities of each program over a period of the last 3 to 7 years. The data management required for Allied Health programs are unique at the college and not similar to the requirements of any other college programs. The individual in this position collects and reports data and interfaces with students in each of the Allied Health programs to prepare their individual data for clinical placement, assisting them with maintaining the currency of required information throughout the program.

4. Budget Impact – Please specify the following:

- Is position included in the current budget? Yes
- Funding Source? **Unrestricted** / Restricted
- Smartkey:

1370606 (.34)

1374002 (.33)

1374003 (.33)

- Annual Salary at Step B: 46,416

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Scholarship Specialist Position #: CL-00136 FTE: 1.0 Level: 30 Department: Financial Aid	<p>1. Key responsibilities of position: This position performs specialized duties and provides technical assistance in support of financial aid programs and services.</p> <ul style="list-style-type: none"> ○ Coordinate and administer the college scholarship and emergency grant programs to retain and support students seeking additional financial assistance to complete their educational goals. ○ Work closely with students to provide assistance with completion of scholarship and emergency grant applications; advise students on requirements and restrictions and review completed forms for accuracy, completeness and process applications. ○ Chair the Grossmont College Scholarship Advisory Committee. ○ Financial Aid Liaison to the Foundation for Grossmont & Cuyamaca Colleges. ○ Read, interpret and apply knowledge regarding regulations, policies and procedures related to student scholarship and emergency grant programs. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the current budget. <p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> ○ Critical threshold of educational or support services – this position is solely responsible for coordinating the college’s entire Scholarship program. They also process all outside agency scholarships, process incoming funds, award student scholarships and is essential in delivering timely financial aid services to our students. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1331001-2110 ○ Annual Salary at Step B: \$46,884

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Web Applications Specialist Position #: Z-00011966 FTE: 1.0 Level: CL-46 Department: District IT	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Administer, develop, plan, program and implement a variety of aspects relating to the college or district websites, related web-based instructional activities, instructional materials, and institutionally-adopted software. ○ Provide technical assistance and advice on web design/applications to faculty and staff utilizing web information and online instructional modalities. ○ Conduct analysis of user needs for learning management systems, web sites, and SharePoint sites. ○ Prepare web pages using the current tools for content management and web scripting languages. ○ Serve as primary resource to ensure that Federal, State and college web-based accessibility standards for the disabled are met. 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 6/13/2023 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: 1113501-2110 ○ Annual Salary at Step B: \$79,020

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Associate Vice Chancellor – Educational Support Services</p> <p>Position #: Z-00010161</p> <p>FTE: 1.0</p> <p>Level: Conf. Admin 12</p> <p>Department: Student & Institutional Success</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Provide planning, research, and operational support for Accreditation. • Plan, organize, and coordinate institutional effectiveness planning and research to support student access, achievement, and success. • Manage and oversee accurate completion of all required state and federal reports, including MIS reporting, IPEDS, and other data requirements. • Coordinate with information technology on required technology solutions to ensure compliance with state and federal regulations. • Coordinate with college researchers and information technology to ensure the reporting accuracy and data integrity. • Coordinate the District’s strategic enrollment management efforts, and provide support for districtwide student engagement and retention. • Plan the development and implementation of new requirements and delivery systems. <p>2. Current status of position:</p> <ul style="list-style-type: none"> o Filling a replacement position included in the budget. <p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> o Critical threshold of instruction and support services. This position will provide support and leadership to both colleges for student support services, including technology-related student and instructional support, enrollment management, state and federal reporting and compliance, and implementation of new State initiatives and requirements. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> o Is position included in the current budget? Yes o Funding Source? Unrestricted General Fund o Smartkey and Salary Object: 1111301-1250 o Annual Salary at Step B: \$156,960 plus benefits