

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/16/2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Science Lab Technician III - Biology</p> <p>Position #: IA-00035</p> <p>FTE: Classified Full Time 40 hour per week</p> <p>Level: 36</p> <p>Department: Biology</p>	<ul style="list-style-type: none"> • Key responsibilities of position: Perform or direct other technicians in the maintenance of biology laboratories (sinks, lab tables, counters, models, equipment, and computers in the instructional labs and prep areas) and related areas (i.e., animal house, lath house, greenhouse, exhibit areas, and any other storage facilities) in clean, safe and sanitary conditions. Coordinate and participate in the preparation of complex and unique sets of experimental and instructional materials, for diverse courses in biology including cell and molecular biology, biotechnology, microbiology, anatomy and physiology including preparation of specimens, media, supplies and equipment utilized by instructors, tutors and students. • Current status of position: <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) • Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements <ul style="list-style-type: none"> ○ Health and safety priorities The Lab Tech III works to achieve and maintain efficient and safe operation of the Biology department lab facilities through the monitoring, ordering, and maintenance of supplies needed for Biology lab instruction. The tech also maintains specialized equipment and oversees other techs in the area. ○ Critical threshold of instruction The Science Lab Tech III is necessary for the Biology department to maintain the current lab offerings. Failure to replace the position could result in a reduction of offerings in an already highly impacted department. A Substitute is needed immediately to support the area while the screening committee for the permanent position convenes over the 3 months. ○ Essential supervision The tech assists instructors and students in the use of advanced instructional equipment.

		<ul style="list-style-type: none">• 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: 1380202_Biology II Biological Sci○ Annual Salary at Step B: \$58,800



Grossmont-Cuyamaca Community College District Strategic Hire Request

Strategic Hire Request Process Directions

Initiator Name/Title:	
Date:	
Site: <input type="checkbox"/> Grossmont <input type="checkbox"/> Cuyamaca <input type="checkbox"/> District Services	
Position Title:	Position #:
FTE:	Level:
Department:	
Permanent or Interim: (Permanent positions must be routed to DSP&BC; interim positions do not need to be routed to DSP&BC.)	

Justification

1. Key responsibilities of position:

2. Current status of position:

- Filling a replacement position included in the budget
- Filling a restructured position included in the budget
 - Has an Org Mod been approved? Yes No
 - Org Mod approval date _____
- Filling a new position
 - Has an Org Mod been approved? Yes No
 - Org Mod approval date _____
- Other (please specify)

3. Strategic Staffing Rationale:

Select one or more of the following items:

- Legal mandates
- Accreditation requirements
- Health and safety priorities
- Critical threshold of instruction or support services
- Essential supervision

4. Budget Impact – Please specify the following:

- Is the position included in the current budget? Yes No
- Funding Source? Unrestricted Restricted
- Smartkey and Salary Object:
- Annual Salary at Step B:

Approval/Review	Date
President's and/or Chancellor's Cabinet	
College Council (for campus-based positions)	
District Strategic Planning and Budget Council (DSP&BC)	

Strategic Hire Form Process

For Cuyamaca or Grossmont campus-based positions: The Appropriate Administrator submits the Strategic Hire Request form to President's Cabinet. President's Cabinet approves the request, in consultation with Chancellor's Cabinet, and it is then reviewed by College Council. The Vice Chancellor of Business Services brings the request to the District Strategic Planning and Budget Council (DSP&BC) for review. After the review is complete, the administrator who initiated the Strategic Hire Form will complete the [Request for Representatives \(Admin, Classified, EEO, and Faculty\) on Search and Interview Committees & Hiring Workgroups form](#) to begin the search process.

For District Services positions: The Appropriate Administrator submits the Strategic Hire Request form to the Chancellor's Cabinet. Upon approval, the Vice Chancellor of Business Services brings the request to the District Strategic Planning and Budget Council (DSP&BC) for review. After the review is complete, the administrator who initiated the Strategic Hire Form will complete the [Request for Representatives \(Admin, Classified, EEO, and Faculty\) on Search and Interview Committees & Hiring Workgroups form](#) to begin the search process.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/16/2023

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Internal Auditor Position #: MG-00057 FTE: 1.0 Department: District Business Services	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Plan, develop, organize, direct and implement a comprehensive program of internal audit for operations of the District to ensure compliance with federal and state laws and regulations including local board policy, and to provide more efficient and effective use of educational funds through sound fiscal management practices and the reporting of financial operations; and adhere to the auditing and reporting requirements of the federal, state, and local board. <p>2. Current status of position:</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> <ul style="list-style-type: none"> a. Critical threshold of District Business Services b. Essential position of District Business Services division
		<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: 1116001-2140 ○ Annual Salary at Step B: \$96,915 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/16/23

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Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: DIRECTOR, HUMAN RESOURCES Position #: MG-00149 FTE: 1.0 Level: Conf. Admin. - Grade 10 Department: Human Resources	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Direct and oversee districtwide employment program for all full and part-time administrative, classified and academic staff. ○ Direct and oversee districtwide benefit services, and Professional Development Programs. ○ Supervise and direct Human Resources and Employment Services staff. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget 3. Strategic Staffing Rationale: <ul style="list-style-type: none"> ○ Essential supervision 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: 1114501-2150 ○ Annual Salary at Step B: \$137,220

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/16/23

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: BENEFITS TECHNICIAN Position #: CL-00205 FTE: 1.0 Level: 30 Department: Human Resources	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Research, review, implement, administer, and coordinate benefit and workers' compensation for all active and retired employees. ○ Enroll and process eligible personnel in district insurance plans such as medical, dental, life, and disability. ○ Monitor status of disabled employees and coordinate applicable fringe and leave benefits; track and monitor workers' compensation claims. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget 3. Strategic Staffing Rationale: <ul style="list-style-type: none"> ○ Legal Mandates 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: 1114501-2110 ○ Annual Salary at Step B: \$49,236



Grossmont-Cuyamaca Community College District Strategic Hire Request

Strategic Hire Request Process Directions

Initiator Name/Title: Nicole Salgado	
Date: 8/16/23	
Site: <input type="checkbox"/> Grossmont <input checked="" type="checkbox"/> Cuyamaca <input type="checkbox"/> District Services	
Position Title: College Cashier	Position #: CL-00277
FTE: 1.0	Level: CL-37
Department: Administrative Services	
Permanent or Interim: Permanent (Permanent positions must be routed to DSP&BC; interim positions do not need to be routed to DSP&BC.)	

Justification

1. Key responsibilities of position:

This position is our lead Cashier position which is responsible for administering the accounting functions for student registration, coordinating the collection of various fees, and recommend staffing and equipment needed for registration fee collection.

2. Current status of position:

- Filling a replacement position included in the budget
- Filling a restructured position included in the budget
- Has an Org Mod been approved? Yes No
 - Org Mod approval date _____
- Filling a new position
- Has an Org Mod been approved? Yes No
 - Org Mod approval date _____
- Other (please specify)

3. Strategic Staffing Rationale:

Select one or more of the following items:

- Legal mandates
- Accreditation requirements
- Health and safety priorities
- Critical threshold of instruction or support services
- Essential supervision

4. Budget Impact – Please specify the following:

- Is the position included in the current budget? Yes No
- Funding Source? Unrestricted Restricted
- Smartkey and Salary Object: 1427801-2110
- Annual Salary at Step B: \$60,564

Approval/Review	Date
President's and/or Chancellor's Cabinet	
College Council (for campus-based positions)	
District Strategic Planning and Budget Council (DSP&BC)	

Strategic Hire Form Process

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For District Services positions: The Appropriate Administrator submits the Strategic Hire Request form to the Chancellor's Cabinet. Upon approval, the Vice Chancellor of Business Services brings the request to the District Strategic Planning and Budget Council (DSP&BC) for review. After the review is complete, the administrator who initiated the Strategic Hire Form will complete the [Request for Representatives \(Admin, Classified, EEO, and Faculty\) on Search and Interview Committees & Hiring Workgroups form](#) to begin the search process.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/16/2023

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Custodian Position #: CL-00649 FTE: 1.0 Level: 23 Department: Facilities	<p>1. Key responsibilities of position:</p> <p>Sweep, scrub, mop and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas.</p> <p>Clean, dust and polish furniture and woodwork including desks, cabinets and tables; wash windows, chalkboards and walls.</p> <p>Empty and clean waste receptacles and pencil sharpeners and recycle containers; pick up paper; pick up trash containers and empty into large bins.</p> <p>Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures.</p> <p>Move and arrange furniture and equipment; set up furniture for special events, activities and meetings; move and set up athletic equipment.</p> <p>Perform minor repairs to buildings, fixtures and equipment; replace lights, ceiling tiles, and light diffusers; clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and safety, sanitary and fire hazards.</p> <p>Write work orders to request repair of facilities and equipment.</p> <p>Turn lights on and off; unlock and lock doors and windows; assure security of assigned areas.</p> <p>Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p> <p>Perform related duties as assigned.</p> <p>2. Current status of position:</p> <p><input checked="" type="checkbox"/> Filling a replacement position included in the budget</p> <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 X Health and safety priorities X 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 _____ ○ Smartkey and Salary Object: 1427601-2110 ○ Annual Salary at Step B: \$40,032

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/16/2023

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Custodian Position #: CL-00476 FTE: 1.0 Level: 23 Department: Facilities	<p>1. Key responsibilities of position:</p> <p>Sweep, scrub, mop and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas.</p> <p>Clean, dust and polish furniture and woodwork including desks, cabinets and tables; wash windows, chalkboards and walls.</p> <p>Empty and clean waste receptacles and pencil sharpeners and recycle containers; pick up paper; pick up trash containers and empty into large bins.</p> <p>Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures.</p> <p>Move and arrange furniture and equipment; set up furniture for special events, activities and meetings; move and set up athletic equipment.</p> <p>Perform minor repairs to buildings, fixtures and equipment; replace lights, ceiling tiles, and light diffusers; clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and safety, sanitary and fire hazards.</p> <p>Write work orders to request repair of facilities and equipment.</p> <p>Turn lights on and off; unlock and lock doors and windows; assure security of assigned areas.</p> <p>Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p> <p>Perform related duties as assigned.</p> <p>2. Current status of position:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Filling a replacement position included in the budget <input type="checkbox"/> Filling a restructured position included in the budget <ul style="list-style-type: none"> <input type="checkbox"/> Has an Org Mod been approved? Yes / No <input type="checkbox"/> Org Mod approval date _____ <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> <input type="checkbox"/> Has an Org Mod been approved? Yes / No <input type="checkbox"/> Org Mod approval date _____ <input type="checkbox"/> 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 X Health and safety priorities X 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 _____ X Smartkey and Salary Object: 1427601-2110 ○ Annual Salary at Step B: \$40,032

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Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Custodian</p> <p>Position #: CL-00203</p> <p>FTE: 1.0</p> <p>Level: 23</p> <p>Department: Facilities</p>	<p>1. Key responsibilities of position:</p> <p>Sweep, scrub, mop and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas.</p> <p>Clean, dust and polish furniture and woodwork including desks, cabinets and tables; wash windows, chalkboards and walls.</p> <p>Empty and clean waste receptacles and pencil sharpeners and recycle containers; pick up paper; pick up trash containers and empty into large bins.</p> <p>Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures.</p> <p>Move and arrange furniture and equipment; set up furniture for special events, activities and meetings; move and set up athletic equipment.</p> <p>Perform minor repairs to buildings, fixtures and equipment; replace lights, ceiling tiles, and light diffusers; clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and safety, sanitary and fire hazards.</p> <p>Write work orders to request repair of facilities and equipment.</p> <p>Turn lights on and off; unlock and lock doors and windows; assure security of assigned areas.</p> <p>Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p> <p>Perform related duties as assigned.</p> <p>2. Current status of position:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Filling a replacement position included in the budget <input type="checkbox"/> Filling a restructured position included in the budget <ul style="list-style-type: none"> <input type="checkbox"/> Has an Org Mod been approved? Yes / No <input type="checkbox"/> Org Mod approval date _____ <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> <input type="checkbox"/> Has an Org Mod been approved? Yes / No <input type="checkbox"/> Org Mod approval date _____ <input type="checkbox"/> 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 requirementsX Health and safety prioritiesX 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 _____○ Smartkey and Salary Object: 1427601-2110○ Annual Salary at Step B: \$40,032

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/16/23

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: General Maintenance Worker, Sr.</p> <p>Position #: CL-00128</p> <p>FTE: 1.0</p> <p>Level: 34</p> <p>Department: Facilities</p>	<p>1. Key responsibilities of position:</p> <p>Perform a variety of skilled construction, installation, repair and maintenance work activities in the building trades.</p> <p>Estimate materials and supplies needed to complete assignments.</p> <p>Operate a variety of tools and equipment.</p> <p>Maintain a variety of records.</p> <p>Observe and comply with applicable codes, regulations and safety procedures.</p> <p>Work from sketches, plans drawings, blueprints and specifications.</p> <p>Depending on area of skilled activities:</p> <ul style="list-style-type: none"> ▪ Perform carpentry work, repairing and constructing cabinets, bookcases, window frames chairs, tables and shelves, installing doors and door frames. ▪ Install and repair roofs, windows, doors and locks. ▪ Install, maintain and repair a variety of electrical systems, parts and equipment including electrical circuits, conduits, light fixtures, fans, pumps, appliances, repair and clean out drains. ▪ Repair and replace defective parts in plumbing fixtures, repair boilers, hot water heaters and special appliances, repair and clean out drains. ▪ Inspect, repair and maintain heating, refrigeration, air conditioning units and air compressors. <p>Assist in ordering, receiving and storing supplies; assist in contacting vendors to order or obtain information concerning materials, supplies, parts and equipment.</p> <p>Train and provide work direction to maintenance personnel and student workers as assigned.</p> <p>Perform other skilled maintenance duties as assigned.</p> <p>Perform related duties as assigned.</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> ▪ Methods, equipment and materials used in the building trades. ▪ Standard practices and procedures of the building trades. ▪ Hand and power tools and equipment used in the building trades. ▪ Applicable Building Codes and fire regulations. ▪ Technical aspects of field of specialty.

		<ul style="list-style-type: none"> ▪ Health and safety regulations and procedures. ▪ Proper methods of storing equipment, materials and supplies. <p>Ability to:</p> <ul style="list-style-type: none"> ▪ Perform a variety of skilled work in the specialty area of assignment. ▪ Make arithmetic calculations related to specialty quickly and accurately. ▪ Work from blueprints, shop drawings and sketches. ▪ Use a variety of tools and equipment utilized in the basic trades. ▪ Maintain routine records and logs. ▪ Work independently with little direction; plan and organize work to meet schedules and time lines. ▪ Establish and maintain cooperative and effective working relationships with others. ▪ Lift objects weighing up to 80 pounds. ▪ Understand and follow oral and written directions. ▪ Train and provide work direction to others. ▪ Observe legal and defensive driving practices. <p>2. Current status of position:</p> <p><input checked="" type="checkbox"/> Filling a replacement position included in the budget</p> <p>3. Strategic Staffing Rationale: Please address at least one of the following items</p> <p><input checked="" type="checkbox"/> Health and safety priorities <input checked="" type="checkbox"/> Critical threshold of instruction or support services</p> <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 ○ Smartkey and Salary Object: 1427901-2110 ○ Annual Salary at Step B: \$55,416 <p style="text-align: center;">_____</p>