

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

10/13/23

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Maintenance Lead Athletic Position #: CL-00507 FTE: 1 Department: FMO	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ departments; and do related work as required. ○ grounds and facility maintenance of the physical education/athletic physical education/athletic equipment and materials; oversee the athletic staff. Coordinate the ordering, issuance, storage and maintenance of coordinate the work of full-time classified and part-time hourly support Maintenance with input from the Associate Dean of Athletics, assign and Under the direction of the Director of Campus Facilities Operations and <p>2. Current status of position:</p> <p>Vacant due to retirement</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"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> ■ Org Mod approval date _____ ○ <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /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"> a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services Supports ESW and Athletic equipment setups b. <input checked="" type="checkbox"/> Legal mandate SD County Health - Swimming pool health permit. Cal-OSHA - cleaning and maintaining work conditions c. <input checked="" type="checkbox"/> Accreditation requirements Physical Plant III.B. - Physical plant Health & Safety d. <input checked="" type="checkbox"/> Health and safety priorities Cal-OSHA - cleaning and maintaining physical plant conditions e. <input type="checkbox"/> 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 <input checked="" type="checkbox"/> /No <input type="checkbox"/> ○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: 1327901-2110 ○ Annual Salary at Step B: \$ 78354 plus benefits

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Computer Help Desk Specialist Position #: Z-00006086 FTE: 1.0 Department: District IT	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Provide first line Help Desk technical assistance to employees and/or students for various computer software applications and hardware systems. Utilize Help Desk task documentation software to list calls that require follow-up action, and track trends to ensure quality customer service. Provide general troubleshooting advice and assistance to users of technology on network and account operations. <p>2. Current status of position:</p> <p>Position will be vacated as of October 9, 2023</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"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> ■ Org Mod approval date _____ ○ <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /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"> a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services To provide Help Desk support for employees district-wide. b. <input type="checkbox"/> Legal mandate c. <input type="checkbox"/> Accreditation requirements d. <input type="checkbox"/> Health and safety priorities e. <input type="checkbox"/> 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 <input checked="" type="checkbox"/> /No <input type="checkbox"/> ○ Funding Source? Unrestricted <input type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: 1113501-2110 ○ Annual Salary at Step B: \$47,808 plus benefits

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10.13.2023

Date

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Specialty Lab Technician III-Fine Arts- Ceramics</p> <p>Position #: IA-00028</p> <p>FTE: 1.0</p> <p>Level: 32</p> <p>Department: Visual Arts and Humanities- Ceramics</p>	<ol style="list-style-type: none"> Key responsibilities of position: <ul style="list-style-type: none"> Perform a variety of technical and specialized duties related to the preparation, operation and maintenance of a Ceramics laboratory and related areas. Prepare and maintain required MSDS sheets and District Hazardous materials inventories. Provide technical information to instructors and other district personnel regarding Ceramics equipment, techniques and materials; recommend the purchase of materials/equipment as requested. Work in conjunction with College and District Facilities and Maintenance personnel to coordinate maintenance and repair of Lab facilities and building infrastructure such as lights, dust extraction systems, electrical and gas as required. Implementation of safety regulations involving the use, storage and disposal of toxic materials. 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- Position prepares and maintains various required records and reports related to laboratory operations, health and safety, supplies, inventory and budget, including required MSDS sheets and District Hazardous materials inventories per health and safety mandates from OSHA, Cal-OSHA, State and Local Fire Codes, Air Pollution Control Regulations and Hazardous Materials Handling and Waste. Health and safety priorities- OSHA, Cal-OSHA, State and Local Fire Codes, Air Pollution Control Regulations and Hazardous Materials. Critical threshold of instruction or support services- Position is critical and instrumental to facilitating instructional delivery per health and safety protocols and mandates for all areas of the Ceramics program. This includes curriculum support with particular attention on the operation and maintenance of the Ceramics building laboratories and related areas. Assists faculty and students in the use of a variety of equipment, materials and supplies in the instructional setting. Prepares instructional materials and equipment for faculty demonstrations and student use, as required according to approved procedures. 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

		<ul style="list-style-type: none">○ Smartkey and Salary Object: 1378601-2210○ Annual Salary at Step B: \$4,353 mo., \$52,236.00 yrly