

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

10/19/2023

Date

| Site   | Position  | Justification   |
|--|---|---|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Custodian<br><br><b>Position #:</b><br>CL-00068<br><br><b>FTE:</b><br>1<br><br><b>Department:</b><br>FMO | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Under the direction of an assigned supervisor, maintain an assigned group of classrooms, offices and related facilities in a clean and orderly manner. Incumbents provide work direction and guidance to other custodial operations personnel and participate in operations and custodial duties, or work independently at an assigned location.</li> </ul> <p><b>2. Current status of position:</b></p> <p>Vacant</p> <ul style="list-style-type: none"> <li>○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget</li> <li>○ <input type="checkbox"/> Filling a restructured position included in the budget             <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Filling a new position             <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>a. <input type="checkbox"/> Critical threshold of instruction and support services</li> <li>b. <input checked="" type="checkbox"/> Legal mandate Cal-OSHA - proper ventilation for all occupied buildings.</li> <li>c. <input checked="" type="checkbox"/> Accreditation requirements Physical Plant III.B. Maintained and cleaned buildings</li> <li>d. <input checked="" type="checkbox"/> Health and safety priorities<br/>Cal-OSHA, IWCP wastewater, SWPP storm water, HMBP hazardous</li> <li>e. <input type="checkbox"/> Essential supervision</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? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/></li> <li>○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1327602-2110</li> <li>○ Annual Salary at Step B: \$51,594 plus benefits</li> </ul>   |

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## STRATEGIC HIRE REQUEST

October 19, 2023

Date

| Site   | Position   | Justification  |
|--|--|--|
| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Financial Aid Technician<br><br><b>Position #:</b><br>CL-00081<br><br><b>FTE:</b><br>1.0<br><br><br><b>Department:</b><br>Financial Aid | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ - Coordinate Financial Aid programs to determine student eligibility.</li> <li>- Process Financial Aid awards to ensure timely receipt of funding from Title IV and California Student Aid Commission.</li> <li>- Monitor student eligibility and loss of financial aid.</li> <li>- Facilitate Title IV reporting</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget</li> <li>○ <input type="checkbox"/> Filling a restructured position included in the budget                             <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Filling a new position                             <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services</li> <li>b. <input type="checkbox"/> Legal mandate</li> <li>c. <input checked="" type="checkbox"/> Accreditation requirements</li> <li>d. <input type="checkbox"/> Health and safety priorities</li> <li>e. <input type="checkbox"/> Essential supervision</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? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/></li> <li>○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1331001</li> <li>○ Annual Salary at Step B: \$47808                      plus benefits</li> </ul>   |
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