

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

11/13/23

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Director, College & Community Relations  <b>Position #:</b> MG-00084  <b>FTE:</b> 1.0   <b>Department:</b> Community Relations	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ This position will direct and implement public, media, college internal communications, and community relations. This position also supports enrollment management and college events through marketing activities.</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> 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 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: 1421004</li> <li>○ Annual Salary at Step B: \$ 99,355 plus benefits</li> </ul>

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

11/13/2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Administrative Assistant II  <b>Position #:</b> CL-00670  <b>FTE:</b> 1.0  <b>Department:</b> Athletics	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Maintain front office reception duties, student triage and referral to other services; Provide admin support for the Associate Dean of Athletics; Assist in coordination of student workers duties; Prepare and review routine correspondence, records, and other documents for accuracy, completeness, and conformance to establish rules and regulations; More</li> </ul> <p><b>2. Current status of position:</b></p> <p>Previous assistant retired in October 2023.</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> 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 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: 1336500-2110</li> <li>○ Annual Salary at Step B: \$46,416 plus benefits</li> </ul>

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

11/13/23

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b>            General            Counseling            Classified            Supervisor</p> <p><b>Position #:</b>            SU-00004</p> <p><b>FTE:</b>            1.0</p> <p><b>Level:</b></p> <p><b>Department:</b>            General            Counseling</p>	<p><b>1. Key responsibilities of position:</b></p> <p>This position is responsible for the coordination, organization, and supervision of the General Counseling Center and direct oversight of classified professionals within general counseling, transfer center, and Veteran’s Resource Center. The supervisor oversees day-to-day office activities; supervises front desk operations; supervises, trains, and evaluates the performance of assigned staff; and monitors expenditures. In addition to coordinating direct services to students, the supervisor also assists counselors with schedules and appointments.</p> <p><b>2. Current status of position:</b></p> <p>a. Filling a replacement position included in the budget as a result of a resignation</p> <p><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:</p> <p>a. Critical threshold of instruction or support services</p> <p><b>4.</b> This position is critical in coordinating support services related to the General Counseling department and the supervision of front desk operations to ensure efficiencies with counselor appointments, student educational plans, walk-in scheduling and forms management and distribution. This position provides essential supervision to classified staff in the key areas of Counseling, Transfer Center, Veterans Resource Center, and International Student Counseling</p> <p><b>5. Budget Impact – Please specify the following:</b></p> <p>a. Is position included in the current budget? <b>Yes</b></p> <p>b. Funding Source- <b>Unrestricted</b></p> <p>c. Smartkey and Salary Object: 1333005-2120</p> <p>d. Annual Salary at Step B: \$69,256 + benefits</p>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11/13/23**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Curriculum Specialist  <b>Position #:</b> New  <b>FTE:</b> 100%  <b>Level:</b> Range  <b>Department:</b> Instructional Operations	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Under the direction of the Vice President, Academic Affairs perform complex and specialized duties to coordinate, construct and maintain the the Grossmont College curriculum processes, timelines and deadlines. Serve as technical liaison to Chancellor’s Office for reporting of college curriculum. Maintain the accuracy and integrity of curriculum records.</li> <li>○ Assist the Curriculum committee chair in coordinating Grossmont's curriculum processes, timelines and deadlines. Maintain the accuracy and integrity of the district curriculum records of instructional programs and course documents</li> <li>○ Provide technical training to faculty in the use of the curriculum management database program (CurricuNET) and manage the system; troubleshoot and solve curriculum-related problems with software.</li> <li>○ Process Board approved curriculum additions, deletions and modifications in the student information management system and the class schedule.</li> <li>○ Provide divisions and departments annually with listings of courses and programs needing to be updated to comply with accreditation standards, BPAP, curriculum offerings, Title 5 regulations and transferability requirements.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</li> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <b>X</b> Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ <b>Legal mandates:</b> Maintain currency of curriculum compliance with Title 5 regulations; disseminate changes in Title 5 regulations to administrators, faculty, and staff; identify areas of curriculum affected by these changes; compare and contrast changes to Title 5 regulations and make appropriate adjustments to materials and other resources as required</li> </ul>

		<ul style="list-style-type: none"><li>○ <b>Accreditation requirements:</b> Provide divisions and departments annually with listings of courses and programs needing to be updated to comply with accreditation standards, BPAP, curriculum offerings, Title 5 regulations and transferability requirements.</li><li>○ <b>Critical threshold of instruction or support services:</b> The Curriculum Specialist will support curricular functions, instructional and educational programs.</li><li>○</li></ul> <p><b>4. Budget Impact – Please specify the following:</b></p> <p>Is position included in the current budget? <b>Yes</b></p> <p>Funding Source? <b>Unrestricted</b></p> <p>Smartkey and Salary Object: <b>1324001-2110</b></p> <p>Annual Salary at Step B: <b>\$52,236 + Benefits</b></p>
--	--	--

---

---

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT STRATEGIC HIRE REQUEST

11/13/23

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Custodian  <b>Position #:</b> CL-00458  <b>FTE:</b> 1  <b>Department:</b> 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 style="padding-left: 40px;">Retired on 1/31/23</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> 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 Cal-OSHA, IWCP wastewater, SWPP stormwater, 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: \$51594 plus benefits</li> </ul>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**November 13, 2023**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> Health Services Registered Nurse</p> <p><b>Position #:</b> CL-00345</p> <p><b>FTE:</b> 1.0 FTE</p> <p><b>Level:</b> Classified</p> <p><b>Department:</b> Student Health Services</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Health and wellness exams</li> <li>○ Disease prevention counseling</li> <li>○ Provides health education, resources, and health information to students</li> <li>○ Provides direct nursing and urgent care</li> <li>○ Consults with other health care providers to solve difficult patient care problems</li> <li>○ Responds to injuries, medical needs, and mental health situations on campus, in the classroom and in Health Services</li> <li>○ Promotes health and wellness ideals</li> <li>○ Facilitates access to the health care system</li> <li>○ Serves as a clinical expert who utilizes specialized knowledge with skill and competency in the delivery of safe individualized care</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</li> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify) Position vacated August 2023</li> </ul> <p><b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Legal mandates The Education Code and/or Board of Registered Nursing lists the required nurse functions to be performed by a licensed Registered Nurse. The Health Services Nurse is essential for providing first aid, health assessment and treatment, mental health counseling and crisis intervention and referrals, health education, and community partnerships (HSACCC Position Statement 3-2010). Health Services must provide health services to <i>all</i> students enrolled by Grossmont College who have paid the Health Fee. Health Services must have sufficient Registered Nurse staff to serve a student population of more than 14,500 students on campus and on-line. Health Services needs to provide services that allow access by all students.</li> </ul>

		<ul style="list-style-type: none"> <li>○ Accreditation requirements</li> <li>○ Health and safety priorities The nurse must follow the standards and laws established by the California Registered Board of Nursing which remain high in the national nursing standards. Nursing care standards will be maintained at a high level by the input of our contracted physician. Student Health Services works to maintain appropriate liability insurance. Student Health services ensures proper operation of the campus servicing a resource to emergency planning operations and often as the first place for assessment of a student by a health care professional after injury.</li> <li>○ Critical threshold of instruction or support services Student Health Services supports student health and well-being enabling our students to fully engage and complete their educational goals. Currently we are serving our 14,000 plus students with one full time Registered Nurse and one full time Health Specialist who has contact with students through outreach programming and activities. The National Association of School Nurses recommends a registered nurse to student ratio of 1:750 for students in the general population although a 1:1 ratio may be necessary for emergency or high acuity students.</li> <li>○ 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</li> <li>○ Funding Source? Health Services Restricted funds</li> <li>○ Smartkey and Salary Object: 1334091-2110 Classified Salaries</li> <li>○ Annual Salary at Step B: <a href="#">Salary Range 45</a> – CSEA salary schedule monthly \$6393 (Step B)us benefits</li> </ul>