11/13/23

Date

Site	Position	Justification
GC CC DS	Please include: Position Title: Director, College& Community Relations	Key responsibilities of position: 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.
	Position #: MG-00084 FTE: 1.0	2. Current status of position:
	Department: Community Relations	 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: Please address at least one of the following items: a. ✓ Critical threshold of instruction and support services b. ☐ Legal mandate c. ☐ Accreditation requirements d. ☐ Health and safety priorities e. ☐ Essential supervision
		 4. Budget Impact – Please specify the following: ○ Is position included in the current budget? Yes ✓/No ○ Funding Source? Unrestricted ✓ /Restricted ✓ ○ Smartkey and Salary Object: 1421004 ○ Annual Salary at Step B: \$ 99,355 plus benefits

11/13/2023

Date

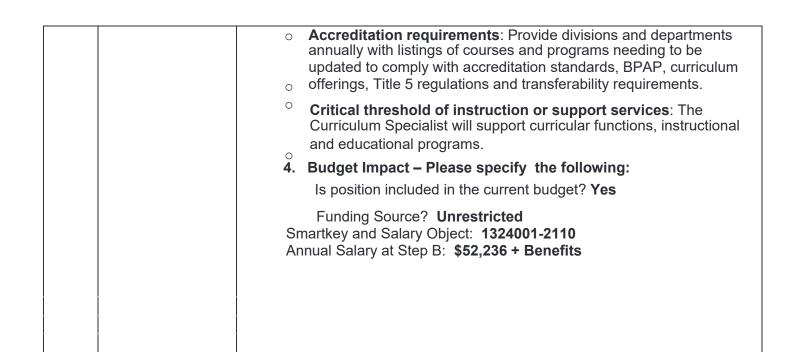
Site	Position	Justification
☑ GC ☐ CC ☐ DS	Please include: Position Title: Administrative Assistant II Position #: CL-00670 FTE: 1.0	1. Key responsibilities of position: Output Maintain front office reception duties, student triage and referral to other services; Provide admin support for the Associate 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 2. Current status of position:
	Department: Athletics	Previous assistant retired in October 2023. □
		 3. Strategic Staffing Rationale: Please address at least one of the following items: a. ☐ Critical threshold of instruction and support services b. ☐ Legal mandate c. ☐ Accreditation requirements d. ☐ Health and safety priorities e. ☐ Essential supervision
		 4. Budget Impact – Please specify the following: ○ Is position included in the current budget? Yes ✓/No ○ Funding Source? Unrestricted ✓ /Restricted ✓ ○ Smartkey and Salary Object: 1336500-2110 ○ Annual Salary at Step B: \$46,416 plus benefits

<u> 11/13/23_</u>

Site	Position	Justification
⊠GC □CC □DS	Please include: Position Title: General Counseling Classified Supervisor	1. Key responsibilities of position: 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;
	Position #: SU-00004	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.
	FTE: 1.0	2. Current status of position:
	Level:	Filling a replacement position included in the budget as a result of a resignation
	Department: General Counseling	 3. Strategic Staffing Rationale: Please address at least one of the following items: a. Critical threshold of instruction or support services 4. 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 5. Budget Impact – Please specify the following:
		 a. Is position included in the current budget? Yes b. Funding Source- Unrestricted c. Smartkey and Salary Object: 1333005-2120 d. Annual Salary at Step B: \$69,256 + benefits

Date

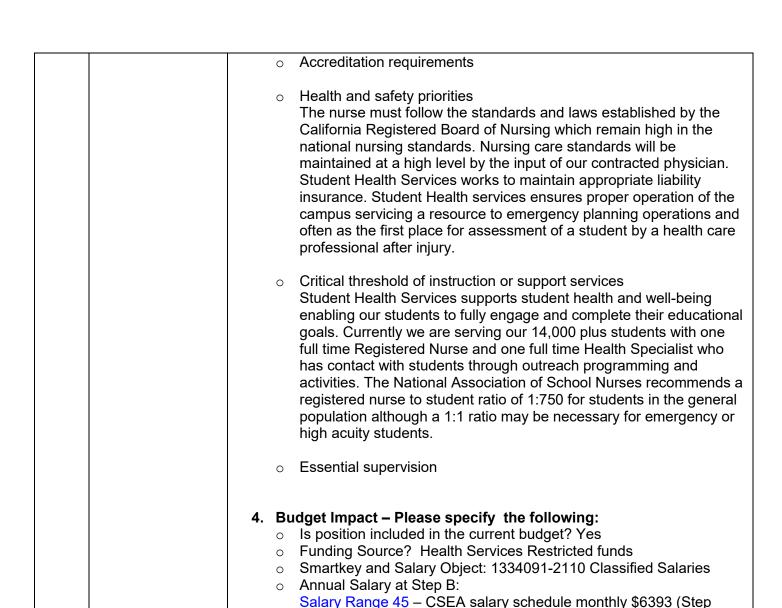
Site	Position	Justification
⊠GC □CC □DS	Please include: Position Title: Curriculum Specialist	Key responsibilities of position: Under the direction of the Vice President, Academic Affairs perform complex and specialized duties to coordinate, construct and maintain the the Grossmont College curriculum 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.
	Position #: New FTE: 100%	 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 Provide technical training to faculty in the use of the curriculum management database program (CurricuNET) and manage the system;
	Level: Range	 troubleshoot and solve curriculum-related problems with software. Process Board approved curriculum additions, deletions and modifications in the student information management system and the class schedule. Provide divisions and departments annually with listings of courses and
	Department: Instructional Operations	programs needing to be updated to comply with accreditation standards, BPAP, curriculum offerings, Title 5 regulations and transferability requirements.
		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 / NoOrg Mod approval date
		o X Filling a new position
		Has an Org Mod been approved? Yes / NoOrg Mod approval date
		 Other (please specify)
		 Strategic Staffing Rationale: Please address at least one of the following items: Legal mandates: 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



11/13/23 Date

Site	Position	Justification Date
GC CC DS	Please include: Position Title: Custodian Position #: CL-00458 FTE: 1	 Key responsibilities of position: 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 Current status of position: Retired on 1/31/23
	Department: FMO	 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: Please address at least one of the following items: a. ☐ Critical threshold of instruction and support services b. ☑ Legal mandate Cal-OSHA - Proper ventilation for all occupied buildings. c. ☑ Accreditation requirements Physical Plant III.B. Maintained and cleaned buildings d. ☑ Health and safety priorities Cal-OSHA, IWCP wastewater, SWPP stormwater, HMBP hazardous e. ☐ Essential supervision
		4. Budget Impact – Please specify the following: o Is position included in the current budget? Yes ☑/No o Funding Source? Unrestricted ☑ /Restricted □ o Smartkey and Salary Object: 1327602-2110 o Annual Salary at Step B: \$51594 plus benefits

November 13, 2023		
Site	Position	Justification Date
⊠GC □CC □DS	Please include: Position Title: Health Services Registered Nurse Position #: CL-00345 FTE: 1.0 FTE	 1. Key responsibilities of position: Health and wellness exams Disease prevention counseling Provides health education, resources, and health information to students Provides direct nursing and urgent care Consults with other health care providers to solve difficult patient care problems Responds to injuries, medical needs, and mental health situations on campus, in the classroom and in Health Services Promotes health and wellness ideals Facilitates access to the health care system Serves as a clinical expert who utilizes specialized knowledge with skill and competency in the delivery of safe individualized care
	Level: Classified	2. Current status of position:
	Department: Student Health Services	 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) Position vacated August 2023
		 3. Strategic Staffing Rationale: Please address at least one of the following items: 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 all 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.



Blus benefits