

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

9/19/23

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Administrative Assistant III, AHN Position #: CL-00532 FTE: 1.0 Department: Allied Health and Nursing	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Provide administrative support to daily operations of the complete Allied Health and Nursing department. <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"> ■ 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 checked="" type="checkbox"/> Other (please specify) Former Admin Assist III transferred to ALC division. <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 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 checked="" type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: 1370604-2110 ○ Annual Salary at Step B: \$52,236 plus benefits

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

9/19/23

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Tutoring Center Specialist Position #: CL-00116 FTE: 1.0 Level: 32 Department: LTR-Tutoring	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Organize, coordinate, and oversee services, tutors, and student workers in the General Tutoring Center ○ Gather data, prepare reports, monitor budget, ensures payroll is completed in a timely and accurate manner ○ Train and provide professional development as needed. ○ Assist LRC Tutoring supervisor in implementing new processes, tools, and updating practices to ensure student success 2. Current status of position: <ul style="list-style-type: none"> ○ 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) 3. Strategic Staffing Rationale: Please address at least one of the following items: We now have Tutoring Centers in two buildings. Both legal and Accreditation standards require a designated classified staff member to directly oversee the work of student tutors. Without this staff person on site, there are not adequate numbers of Tutoring Center Specialists to maintain required levels of supervision across multiple discreet locations. This represents a direct safety concern and would require that we reduce the number of hours of available tutoring available in at least one of the two center locations. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1329009-2110 ○ Annual Salary at Step B: \$31,088

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

September 19, 2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Supervisor Position #: SU-00032 FTE: 1.0 Department: Financial Aid	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under the direction of the administrator, coordinate the technical and professional day-to-day operations of the Financial Aid Department; assist with the planning, organization and direction of federal, state and local financial aid programs; train, and direct Financial Aid personnel; oversee financial aid processes, analyze and resolve complex financial aid cases and maintain program integrity. <p>2. Current status of position:</p> <p>Vacancy due to a 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 Responsible for leading advising, packing, and financial aid programs. b. <input type="checkbox"/> Legal mandate c. <input checked="" type="checkbox"/> Accreditation requirements Financial aid programs/Title IIV d. <input type="checkbox"/> Health and safety priorities e. <input checked="" type="checkbox"/> Essential supervision Oversight of advisors and need for expediting awards for students.
		<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: 1331001/2120 ○ Annual Salary at Step B: \$67,012 plus benefits

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

9/19/2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Student Services Specialist Position #: Z-00003766 FTE: 1.0 Level: CL-28 Department: Student Affairs	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Performs a variety of specialized duties to provide services to students in Student Affairs including student conduct, Title IX, complaints, grievances and other Student Affairs programming. ○ Organize and coordinate office activities in assigned area to assure timely and efficient office operations. ○ Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required. ○ Greet office visitors and answer telephones; screen and refer calls, schedule appointments and meetings or take messages as appropriate. ○ Answer questions and provide specialized information and assistance to students, instructors and others in assigned area of student services. ○ Communicate with other district departments and personnel, local high schools, community organizations and other outside organizations and agencies to exchange information and coordinate activities. ○ Type a variety of materials such as reports, correspondence, memoranda, forms and other materials. ○ Attend conferences and meetings. ○ Participate in planning and developing departmental operations and procedures; coordinate and participate in special events. ○ Compile and prepare statistical and other reports and records. ○ Maintain various records and files related to students, supplies and specialized functions of Student Affairs, compile information for reports. 2. Current status of position: <ul style="list-style-type: none"> ○ Other (please specify): Filling a vacancy due to resignation 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates: This position is critical to meet the minimum critical threshold of support services. The Student Affairs Office is open to the public from 8am-5pm Monday through Thursday and 8am-1pm Friday. The Student Services Specialist provides support to the Dean of Student Affairs, as well as all of the key functions of the Student Affairs, including the following mandates: <ul style="list-style-type: none"> ■ Sexual Harassment & Discrimination (Title IX Education Amendments of 1972, Title VII Civil Rights Act, GCCCD GB Policy 3430) ■ Student Due Process (Ed Code 66300) 14th Amendment ■ Grievances (Ed Code 76221) 14th Amendment ■ Freedom of Speech (Ed Code 76120)

		<ul style="list-style-type: none"> ○ Accreditation requirements: To provide appropriate, comprehensive, and reliable services to students. ○ Health and safety priorities: <ul style="list-style-type: none"> ■ Reduce student and staff concerns by ensuring uninterrupted services to students ■ Helps ensure safety protocols are met ○ Critical threshold of instruction or support services: <ul style="list-style-type: none"> ■ Due to department's workload, high demand and minimal staffing, other staff is required to compensate for lack of availability and has caused additional stress on already heavy workloads ■ Need to fill this position to provide critical support service ○ Essential Supervision: Employee carries high responsibility in assisting the Dean of Student Affairs in ensuring timely and sufficient services to students in Student Affairs including student conduct, Title IX, complaints, grievances and other Student Affairs programming. <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: 1336001-2110 ○ Annual Salary at Step B: \$44,196
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