

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

January 12, 2015

Date

Site	Position	Justification
GC	Clerical Assistant CL-00279 0.475 Mathematics	<ul style="list-style-type: none"> • What will the position do? The work of the mathematics clerical assistant (CA) is crucial to the Department of Mathematics. This person handles all the adjunct needs, for over 50 adjuncts each semester, including distributing all teaching materials, coordinating a coherent substitute list for all faculty, assisting the chairs with scheduling, working with faculty in purchasing all required supplies, assisting the chairs with the department budget, keeping and documenting all syllabi and SLO materials in our shared drive. The CA also attends all departmental meetings and maintains all the agendas and takes minutes at those meetings. This person is also key in the hiring process of new adjuncts, as they are the liaison to the college and HR during the process. At the beginning of the semester, the CA assists the department chairs with all the facility requests and makes sure all the adjuncts are aware of the workshops and other meetings during flex week. • Current status of position? Current employee retired the first week of January 2015. • Strategic Staffing Rationale This position is required to maintain the critical threshold of educational support for the department and students. The mathematics clerical assistant performs important functions and duties that may not be completed until the position is filled. This will affect scheduling, ordering educational materials, coordination, and distribution of all materials to adjunct faculty. • Budget Impact – Identify the following The position is included in the 2014-15 unrestricted budget. <ul style="list-style-type: none"> ○ CL/23/B ○ Key and object codes: 1383001-2217 ○ Total cost: \$17,357 (no benefits, 0.475 FTE)
GC	CL00039 - Financial Aid Assistant FTE 1.0 Department: Financial Aid (Replacement)	<ul style="list-style-type: none"> • What will the position do? This position is essential in maintaining our goal of delivering financial aid awards to students within the 6 to 8 week mark. This position provides technical assistance and information to students regarding financial aid programs and services; instructs students in correct procedures for completion of forms and applications; explains applications, requirements and restrictions to parents and students; reviews completed forms for accuracy and completeness. This position also prepares completed financial aid applications for our financial aid advisors, who review them for financial aid eligibility.

		<ul style="list-style-type: none"> • Current status of position? Will become vacant due to an in-house promotion to the EOPS department. Vacant Date: 12/8/14. • Strategic Staffing Rationale This position is crucial to maintaining a critical threshold of support services to our students as the employee works in direct contact with students, assisting them in the crucial first steps in the financial aid process. With the promotion of the current employee, the department is now operating at 50% coverage in this position. • Budget Impact – Included in the 2014-2015 Adopted Budget using General fund. <ul style="list-style-type: none"> ○ Keycode and object – 1331001-2110, CL/25/B ○ Fiscal impact - \$34,392 + benefits
GC	Computer Help Desk Specialist CL-00582 Instructional Computing	<ul style="list-style-type: none"> • What will position do? – This position is a front line responder to the Help Desk for faculty and instructional computing and technology issues. The main function would be to answer calls on the Help Desk and when needed, go out to faculty offices and labs to troubleshoot daily problems. Without this position, we would not be able to cover the volume of calls for assistance from Faculty and would negatively impact instructional delivery in our computer labs • Current status – The incumbent resigned. • Strategic Staffing Rationale – This position provides a critical threshold of service to faculty and students ensuring that their instructional equipment is functioning and their software questions are answered • Budget Impact: Included in the 2014-15 Adopted Budget using unrestricted general funds. <ul style="list-style-type: none"> ○ Key code - 1329009-2110 ○ CL/29/B ○ Salary \$38,700 plus benefits
CC	Physical and Natural Sciences Technician IA-00096 Science Department (Phys, Astr, Geog)	<ul style="list-style-type: none"> • What will the position do? Perform a variety of technical and specialized duties related to the preparation, operation and maintenance of science laboratories and related areas; operate and demonstrate the use of specialized equipment and instructional materials; provide information and technical assistance to faculty and students. Train and provide work direction to student workers as needed. Order, receive and store supplies, materials and equipment; maintain inventories and provide instruction to students and lab assistants in the safe and proper storage, handling and preparation of supplies, materials and equipment; communicate with vendors as needed. • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy

		<ul style="list-style-type: none"> • Strategic Staffing Rationale Health and safety priorities Maintain security of all lab areas, supplies and equipment. • Budget Impact – Identify the following <ul style="list-style-type: none"> ○ Position is included in the budget ○ Position is Unrestricted General Fund ○ Position will not affect the RAF calculation ○ 1456401-2210 ○ Annual Fiscal impact \$41,064
CC	<p>Chemistry Technician, SR IA-00085</p> <p>Science Department (Chemistry)</p>	<ul style="list-style-type: none"> • What will the position do? Perform a variety of technical and specialized duties related to the preparation, operation and maintenance of science laboratories and related areas; operate and demonstrate the use of specialized equipment and instructional materials; provide information and technical assistance to faculty and students. Train and provide work direction to student workers as needed. Order, receive and store supplies, materials and equipment; maintain inventories and provide instruction to students and lab assistants in the safe and proper storage, handling and preparation of supplies, materials and equipment; communicate with vendors as needed. • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy • Strategic Staffing Rationale Health and safety priorities Maintain security of all lab areas, supplies and equipment. • Budget Impact – Identify the following <ul style="list-style-type: none"> ○ Position is included in the budget ○ Position is Unrestricted General Fund ○ Position will not affect the RAF calculation ○ 1455601-2210 ○ Annual Fiscal impact \$47,604
DS	<p>Campus and Parking Services Specialist</p> <p>CL-00624</p> <p>Campus and Parking Services (CAPS) Department</p>	<ul style="list-style-type: none"> • What will the position do? The position will provide vehicle and foot patrol of campus. They shall respond to calls for service such as traffic control, unlocking rooms, minor automobile assistance, safety escorts to faculty, staff and students. In addition, the CAPS specialist shall issue parking citations, observe and report acts of vandalism, thefts and unusual behavior and intrusions to buildings, property and adjacent areas to district police or local law enforcement. • Current status of position? New position to augment the initial staffing proposed in the public safety transition to ensure that we have adequate staff available for 24/7 coverage. We have discontinued our service contract with G4S as of January 08, 2015, which has left us with a shortage of coverage and low staffing level.

		<ul style="list-style-type: none">● Strategic Staffing Rationale This position is essential to the operations of the CAPS department to provide parking enforcement and customer service on both college campuses for a twenty four hour, seven days a week operation. ● Budget Impact – Identify the Following:<ul style="list-style-type: none">○ Will be funded through the current budget, then included in the 2015/2016 Adoption Budget○ Restricted – 75% (Parking Operations); Unrestricted – 25%○ Keycode: 1119091-2110 (75%); 1119400-2110 (25%)○ Fiscal Impact:<ul style="list-style-type: none">● Salary: \$39,864● Includes benefits○ RAF impact – Applicable as a new position
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