

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

October 12, 2015

Date

Site	Position	Justification
Grossmont		
GC	Administrative Assistant I CL-00525 .475 FTE 10 month Academic Senate	<ul style="list-style-type: none"> • What will the position do? This position will provide clerical support for the Academic Senate and Senate President as well as the Council of Chairs and Coordinators and part time issues committee. Office support staff is critical to adequately fulfill the duties of the faculty, via the Senate for accreditation and college planning processes. • Current status of position? This position will fill a vacancy due to an internal promotion. • Strategic Staffing Rationale This position is crucial in supporting legal and accreditation requirements related to the 10 + 1 senate activities and governance. • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is included in the current Adopted budget. ○ This position is unrestricted. ○ 1322001 2117 ○ CL/26/B , 10 month position ○ Fiscal Impact: <ul style="list-style-type: none"> - \$12,708.70 - Non-benefitted position ○ RAF impact – no impact
GC	Health Professions Specialist CL-00631 0.6 FTE Departments: Respiratory Therapy, EKG, OT	<ul style="list-style-type: none"> • What will the position do? This position will provide program support for the Respiratory Therapy, EKG, and Orthopedic Tech programs. Continue to seat classes, answer phones, track program statistics, advise students; complete hospital paperwork, maintain database. • Current status of position? Filling a vacancy- This position is currently being vacated as this employee has received a full-time job in financial aid. • Strategic Staffing Rationale This position is required to meet accreditation requirements and to provide critical support services. The accrediting body for Respiratory Therapy CoArc requires that there is sufficient support personnel: Co Arc Standard 2.02 The sponsoring institution must ensure the program has sufficient number of appropriately qualified support staff to achieve the program’s goals as defined in Standard III.

		<ul style="list-style-type: none"> • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is included in the current budget. ○ Unrestricted budget. ○ Key code and Object: 1370605-2110 ○ Fiscal Impact: \$ 22,548+ benefits ○ RAF impact – No impact, existing position.
GC	<p>Financial Aid Advisor</p> <p>CL00244</p> <p>FTE: 0.75</p> <p>Department: Financial Aid</p>	<p>What will the position do?</p> <p>This position determines financial need and program eligibility for work-study, loans and grants. Interviews and advises students and parents concerning special circumstances and complex sensitive issues regarding the override of federal regulations that pertain to Dependency status. Also advises students and parents concerning debt management, default prevention, program requirements and financial emergencies.</p> <ul style="list-style-type: none"> • Current status of position? Vacant due to resignation (vacancy date: 09/01/2015). • Strategic Staffing Rationale Critical threshold of educational services - the Grossmont College Financial Aid office processes over 20,000 applications each year and awarded more than 30 million dollars in federal, state and institutional aid for 2014-2015. This position is crucial to maintaining support services offered directly to our neediest students. It is imperative that we sustain our current level of staff to support the ongoing demand for financial aid to ensure timely processing of financial aid applications. • Budget Impact – Identify the following <ul style="list-style-type: none"> ○ This position is included in the 2015-2016 department budget and is funded from restricted categorical funds, BFAP Financial Aid (1331090). The District will not incur additional expenses. ○ Keycode and Object – 1331090-2110 ○ CL/35/B ○ Fiscal impact - \$46,824.00 plus benefits ○ RAF impact – no impact, replacement
Cuyamaca		
CC	<p>Custodian</p> <p>Position # : CL-xxxxx</p> <p>FTE: 1.0</p> <p>Department: Facilities / Operations</p>	<ul style="list-style-type: none"> • What will the position do? Under the direction of the Custodial 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? Combining two PT positions into one FT positions. Both positions are currently vacant.

		<ul style="list-style-type: none"> • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Health and safety priorities- Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations. ○ Critical threshold of educational or support services • Budget Impact <ul style="list-style-type: none"> ○ The position is included in the 2015-2016 Adoption Budget ○ Unrestricted General Fund ○ Keycode and Object 1427601-2110 ○ Fiscal Impact: \$30,048 plus benefits ○ No RAF impact – Restructure of positions
CC	<p>Biology Technician, Sr. IA-00027 FTE 1.0 Department: Biology</p>	<ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Biology Lab Tech ○ Lab set up ○ Maintenance of equipment ○ Ordering of materials • Current status of position? Filling a vacancy • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Health and safety priorities – This position is necessary for lab maintenance, appropriate storage of chemicals and equipment, recording use of and ordering supplies for Chemistry instruction. ○ Critical threshold of educational or support services – This position supports the Chemistry department educational program by setting up labs for classes, ensuring that all supplies are available and appropriately stored, and that all safety measures are followed. • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is included in the 2015/216 Adoption Budget ○ This position is funded with Unrestricted General Fund ○ Keycode/Object 1455401-2210 ○ Fiscal Impact: \$45,456 plus benefits ○ RAF impact – None (Replacement Position)
CC	<p>Grounds Supervisor Position # SU-00024 FTE- 1.0 Department: Ground</p>	<ul style="list-style-type: none"> • What will the position do? Under the direction of the Campus Facilities Director, perform a variety of responsible duties related to the supervision of grounds maintenance operations and activities; organize, schedule, assign and review grounds maintenance work; supervise and evaluate the performance of assigned staff. <ul style="list-style-type: none"> ○ Organize, coordinate and oversee grounds maintenance operations and activities to assure that assigned duties are performed in a timely and efficient manner ○ Supervise and evaluate the performance of assigned staff; assign

	<p>Maintenance</p>	<p>and review work and participate in the selection of new personnel as assigned.</p> <ul style="list-style-type: none"> ○ Develop and prepare work schedules; coordinate duties and assignments to assure effective operations. ○ Oversee and actively participate in the grounds maintenance operations and activities including mowing, pruning, planting, weeding, watering, fertilizing and spraying for pest and disease control. ○ Inspect grounds and irrigation system, checking for damage, vandalism and proper pest and disease control. ○ Check condition of athletic fields and oversee grounds maintenance preparations for athletic events. ○ Inspect and assure the proper maintenance of grounds maintenance tools and equipment; requisitions, tools and supplies; analyze and estimate materials and labor costs. ○ Assist in planning the landscaping of campuses and the installation of irrigation systems and the construction of concrete and paved areas. ○ Enforce and comply with all safety regulations. ○ Train and keep current all grounds staff on regulations for pesticide and herbicide application and use. <ul style="list-style-type: none"> ● Current status of position? Filling a vacancy ● Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Health and safety priorities ○ Critical threshold of educational or support services ○ Essential supervision ● Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ Position is included in the current 2015 / 2016 Adoption budget ○ Position is Unrestricted General Funded ○ Keycode and Object – 1427701-2120 ○ Fiscal Impact: Salary amount \$ 62,700 plus benefits ○ No RAF impact – Replacement Position
<p>CC</p>	<p>Instructional Operations Supervisor</p> <p>Position # SU-00021</p> <p>FTE 1.0</p> <p>Department: Instructional Operations</p>	<ul style="list-style-type: none"> ● What will the position do? <ul style="list-style-type: none"> ○ Instructional Operations Supervisor ○ Maintain Curriculum Inventory, including Course Master List and 5-year curriculum review cycles ○ Supervise the development of academic course schedule ○ Collaborate with district counterpart regarding curricular issues ● Current status of position? Current employee retiring December 2015 ● Strategic Staffing Rationale Critical threshold of educational or support services – This position supports the Institution’s educational program by remaining current on curricular compliance issue, communicating with state agencies, and supervising the course schedule.

		<ul style="list-style-type: none"> • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is included in the current budget ○ Unrestricted ○ Keycode and Object – 1424006-2120 ○ Fiscal Impact: Salary Schedule S-I <ul style="list-style-type: none"> - \$59,715-62,700 plus benefits ○ RAF impact –no impact
District Services		
DS	Administrative Assistant to VCHR CO-00016 FTE: 1.0 Department: Human Resources	<ul style="list-style-type: none"> • What will the position do? This position will organize and manage the day-to-day activities of the Vice Chancellor’s office assuring efficient and effective office operations. Performing complex and responsible administrative assistance duties and related legal educational administration functions. • Current status of position? This position is filling a vacancy • Strategic Staffing Rationale This position provides critical support to the Vice Chancellor of Human Resources. • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is included in the current budget ○ Unrestricted ○ 1113005-2130 ○ Fiscal Impact: \$53,325, includes benefits ○ RAF impact – no impact (Replacement Position)