

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

12/17/2015

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Librarian L-00004 AFT 1 FTEF (11month) Library	<p><b>1. What will the position do?</b>            Fill vacant librarian position. This library faculty position maintains a critical threshold of educational and support. This librarian has the primary role of supporting faculty and students in their research and information needs including reference service, resource selection (print and digital), determining and supporting specific information needs of accreditation based programs, and information literacy instruction. It has been the intent of the College to have at least four full-time library faculty. Without filling this position there would only be three full-time library faculty.</p> <p><b>2. Current status of position?</b> Filling a vacancy.</p> <p><b>3. Strategic Staffing Rationale</b>            Following are the five essential function of full time library faculty which cannot be done by adjuncts.</p> <p align="center"><b>Essential Functions of Fulltime Librarians</b></p> <ol style="list-style-type: none"> <li>1. Coordinate reference desk function / staffing</li> <li>2. Perform liaison/collection development work, i.e. Nursing dept. requires library liaison for accreditation</li> <li>3. Coordinate cataloging / technical services</li> <li>4. Select, maintain, and review databases and negotiate database contracts. Access to electronic journals.</li> <li>5. Coordinate instruction workshops as required by Accreditation.</li> </ol> <p>Adjunct library faculty are used. While they cannot perform the essential functions outlined above, they can assist by doing the following:</p> <p align="center"><b>Adjunct Assignments</b></p> <ol style="list-style-type: none"> <li>1. Perform reference desk services               <ol style="list-style-type: none"> <li>a. Annual hours of operation = 2,500</li> </ol> </li> <li>2. Teach information literacy workshops               <ol style="list-style-type: none"> <li>a. Average annual number of sessions = 100 (800 hours)</li> </ol> </li> <li>3. Support Fulltime librarians with tasks as assigned               <ol style="list-style-type: none"> <li>a. Average annual hours = 400</li> </ol> </li> </ol> <p><b>4. Budget Impact – Identify the Following:</b></p> <ol style="list-style-type: none"> <li>a. This position has been included in the current budget.</li> <li>b. Key code and Object code--1370605-2110</li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount: Class IV, Step 6 = \$69,318</li> <li>ii. Plus benefits</li> </ol> </li> </ol>

		<p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
<p><input checked="" type="checkbox"/> GC</p> <p><input type="checkbox"/> CC</p> <p><input type="checkbox"/> DS</p>	<p>Vice President of Administrative Services</p> <p>MG-00049</p> <p>Confidential Management</p> <p>1.0</p> <p>Administrative Services</p>	<p><b>1. What will the position do?</b> This position services as the chief business official of the college for all campus business services, including budget development and control, and the preparation and maintenance of required records and reports. In concert with department managers and/or supervisors, coordinate the college fiscal/administrative operations and facilities.</p> <p><b>2. Current status of position?</b> Filling a vacancy</p> <p><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):</p> <p style="padding-left: 40px;">This position provides a critical threshold of educational or support services on college business issues and fiscal impact to the college.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. This position is included in the current budget</p> <p>b. Key code and Object code: 1327501-1250</p> <p>c. Fiscal Impact:</p> <p>1. Salary amount: \$123,866, M/12/B</p> <p>2. Plus benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
<p><input checked="" type="checkbox"/> GC</p> <p><input type="checkbox"/> CC</p> <p><input type="checkbox"/> DS</p>	<p>Sr. Dean, CPIE</p> <p>Administrator Association</p> <p>MG-00127</p> <p>1.0</p> <p>College Planning &amp; Institutional Effectiveness</p>	<p><b>1. What will the position do?</b> This position will oversee all aspects of college planning and its link to districtwide planning. Plan, organize and direct operations and activities involved in the review, analysis, interpretation, and reporting of a variety of data and information used in assessing the institution's effectiveness toward student success. Support and coordinate with college planning, accreditation, decision making, program review, student learning and service outcomes, and determining implications of College practices, policies, measures and procedures.</p> <p><b>2. Current status of position?</b> Filling a vacancy</p>

		<p><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. This position provides a critical threshold of educational services to support college planning and decision making on college policies and procedures.</p> <p>b. The Senior Dean performs that Accreditation Liaison Officer function at Grossmont College.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. This position is included in the current budget</p> <p>b. Keycode 1321003 1240</p> <p>c. Fiscal Impact:</p> <p>1. Salary amount \$116,054; M/11/B</p> <p>2. Includes benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
<p><input checked="" type="checkbox"/> GC</p> <p><input type="checkbox"/> CC</p> <p><input type="checkbox"/> DS</p>	<p>Associate Dean, Athletics</p> <p>Admin. Assoc.</p> <p>Position # MG-00059</p> <p>FTE 1.0</p> <p>Athletics</p>	<p><b>1. What will the position do?</b> Direct, develop implement and supervise the administration of athletic programs, including training and evaluation of coaches and staff; supervise athletic activities to assure compliance with local, state, federal and district guidelines; understand and apply Commission on Athletics (COA) and National Collegiate Athletic Association (NCAA) rules and Federal gender equity requirements; organize and operate the athletic program within the guidelines of institutional goals and coordinate with athletic organizations and administrators, faculty, staff and other personnel to coordinate efforts, provide information and assist athletes.</p> <p><b>2. Current status of position?</b> Filling a vacancy</p> <p><b>3. Strategic Staffing Rationale</b></p> <p>a. Legal mandates – assure compliance with NCAA, federal, state and local guidelines.</p> <p>b. Critical threshold of educational or support services – support athletes through oversight of athletic programs.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Specify whether the position is included in the current budget</p> <p>b. 1326013-1240</p> <p>c. Fiscal Impact:</p> <p>1. Salary amount \$ 94,864 (M-8/B)</p> <p>2. Includes benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p>

		<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li><li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li><li><input type="checkbox"/> No impact – funded by _____</li><li><input type="checkbox"/> No impact – restructure within existing funds</li><li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li></ul>
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