

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

8/31/2015

Date

Site	Position	Justification
<b>Grossmont</b>		
GC	<p><b>Child Development Center Assistant SR.</b></p> <p>Position #'s: IA00051, IA00052</p> <p>2 FTE @ .9 10 month positions</p> <p>Department: Child Development Center</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> <ul style="list-style-type: none"> <li>○ Classroom Management: plan environment and curriculum, engage children for learning during individual and group activities supervise activities and support staff duties work with lab students and evaluate assignments.</li> <li>○ Manage classroom staff for constant supervision, completion of routines and proper ratios</li> <li>○ Complete observation and documentation for all required assessments and child level outcomes</li> <li>○ Provide parent conferences twice a year and participate in monthly staff meetings</li> </ul> </li> <li>• <b>Current status of position?</b> Vacant due to resignation</li> <li>• <b>Strategic Staffing Rationale</b> <ul style="list-style-type: none"> <li>○ <b>Legal mandates:</b> As per Title V regulations, Section 18290 student teacher ratios of 3 to 1 must be maintained.</li> <li>○ Children must be visually supervised at all times (even in restroom and while napping). Title 22 regulations, Section 101229</li> <li>○ <b>Health and safety priorities:</b> The health of the children must be continuously observed. Children must be inspected daily for illness. Title 22 regulation, Section 101226.2, 101226.3</li> <li>○ <b>Essential supervision:</b> A high quality teaching staff provides examples of best practices in care for the children and role modeling and mentorship for our college Child Development instructional program for students</li> </ul> </li> <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ This position is included in the budget</li> <li>○ Restricted (State General Child Care)</li> <li>○ Keycode and Object 1371591 and 2210</li> <li>○ Fiscal Impact:                             <ul style="list-style-type: none"> <li>- Salary amount: \$25,371, plus benefits</li> <li>- CL-24/Step B</li> </ul> </li> <li>○ RAF impact: None (replacement position and Restricted funding)</li> </ul> </li> </ul>
GC	<p><b>Instructional Lab Assistant, Sr.</b></p> <p>Position #: IA-00124</p> <p>FTE: 1</p> <p>Department: Culinary Arts</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> <ul style="list-style-type: none"> <li>○ Handles procurement of all food product</li> <li>○ Receiving and storing of all products, fresh and dry</li> <li>○ Purchasing perishable and non-perishables for the department</li> <li>○ Maintains storeroom, classroom and lab organization</li> <li>○ Kitchen equipment maintenance</li> <li>○ Assists with administrative duties for the coordinator</li> <li>○ Assists with NANCE and student employee positions</li> </ul> </li> <li>• <b>Current status of position?</b> Vacant due to a retirement</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Strategic Staffing Rationale</b> This position oversees: <ul style="list-style-type: none"> <li>○ Health sanitation and safety practices turning this into a high priority</li> <li>○ Critical threshold of educational and support services as it assists the coordinator with interdepartmental communication, management and supervision of the department as the coordinator teaches 1.4 LED.</li> <li>○ Essential supervision for safety techniques as students work with knives, kitchen equipment and general safety practices</li> </ul> </li> <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ This position is included in the current budget</li> <li>○ The position is unrestricted</li> <li>○ Keycode:1371403 and Object code: 2210</li> <li>○ Fiscal Impact: <ul style="list-style-type: none"> <li>- Salary \$32,832 plus benefits</li> <li>- CL-23/Step B</li> </ul> </li> <li>○ RAF impact: None (replacement position)</li> </ul> </li> </ul>
GC	<p><b>Dean – Arts, Languages &amp; Communication</b></p> <p>Position #MG-00041</p> <p>FTE: 1 12 month position</p> <p>Department: Arts, Languages &amp; Communication</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> <ul style="list-style-type: none"> <li>○ Provide administration and direction to ALC division (Arts, Languages &amp; Communication). This full-time management position is responsible for all aspects of planning and implementing division goals and objectives, budget oversight, and external relations.</li> <li>○ <b>Current status of position?</b> Filling a vacancy due to retirement of current dean effective January, 2016.</li> </ul> </li> <li>• <b>Strategic Staffing Rationale</b> <ul style="list-style-type: none"> <li>○ Critical threshold of educational or support services</li> <li>○ Essential supervision to a division of eight departments</li> </ul> </li> <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ This position is included in the current 2015-2016 budget year.</li> <li>○ This position is funded using unrestricted general funds</li> <li>○ Keycode and Object: 1375001-1240</li> <li>○ Fiscal Impact: <ul style="list-style-type: none"> <li>- Salary amount: \$108,511 plus benefits</li> <li>- M10/Step B</li> </ul> </li> <li>○ RAF impact: None (replacement position)</li> </ul> </li> </ul>
GC	<p><b>Nursing Instructor</b></p> <p>Position #IN-00129</p> <p>FTE: 1</p> <p>Department: Nursing</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> This is a replacement position for a full-time tenure track advanced Medical-Surgical instructor. This instructor will teach in the classroom and clinical setting and will be the BRN required content expert in medical-surgical nursing</li> <li>• <b>Current status of position?</b> This position will be vacant as of July 31, 2015.</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Strategic Staffing Rationale</b> This position is needed to meet Accreditation requirements. The California Board of Registered Nursing (BRN) requires that the following areas have at least one content expert in Med-Surg.  Presently there is no one on staff who could step in and fill this position. This replacement is for advanced medical-surgical nursing with an emphasis in critical care nursing. The loss of this position will mean that we cannot meet our regulatory requirements.</li> <li>• <b>Budget Impact</b> <ul style="list-style-type: none"> <li>○ This position is currently budgeted</li> <li>○ This position is funded with Unrestricted General Funds</li> <li>○ Keycode/Object: 1370604-1319</li> <li>○ Position. Class IV, Step 6</li> <li>○ Fiscal Impact: Salary, \$63,016, Plus benefits</li> <li>○ RAF impact: None (replacement position)</li> </ul> </li> </ul>
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GC	<b>Business Services Specialist</b>  Position #CL-00323  FTE 1.0  Department: Business and Communication Services	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> The Business Services Specialist performs a variety of business service functions including answer and direct incoming telephone calls for the main campus switchboard. Performs clerical, data entry, and schedule and process campus facilities. Provide services to faculty and staff including telephones, travel arrangements, car/van rentals, key issuance, employee and guest parking, payroll and reimbursement check distribution and other related business office services.           <ul style="list-style-type: none"> <li>○ <b>Current status of position?</b> Filling a vacancy due to retirement</li> </ul> </li> <li>• <b>Strategic Staffing Rationale</b> This position is necessary for maintaining a critical threshold of educational and support services. Business processes would be delayed and a possibility of no evening coverage to serve our evening faculty and students.</li> <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ This position is currently budgeted</li> <li>○ This position is funded with Unrestricted General Funds</li> <li>○ 1328001-2110</li> <li>○ Fiscal Impact: \$33,936 plus benefits</li> <li>○ Class 26, Step B</li> <li>○ RAF impact: None (replacement position)</li> </ul> </li> </ul>
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<b>Cuyamaca</b>		
CC	<b>Chemistry Technician</b>  Position # IA-00127  1.0 FTE 12 months	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> <ul style="list-style-type: none"> <li>○ Chemistry Lab Tech</li> <li>○ Lab set up</li> <li>○ Maintenance of equipment</li> <li>○ Ordering of materials</li> </ul> </li> <li>• <b>Current status of position?</b> Filling a vacancy</li> </ul>

	<p>Department: Chemistry</p>	<ul style="list-style-type: none"> <li>• <b>Strategic Staffing Rationale</b> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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.</li> </ul> </li> <li>• <b>Budget Impact:</b> <ul style="list-style-type: none"> <li>○ This position will be included in the 2015-2016 Adoption Budget</li> <li>○ Unrestricted General Fund</li> <li>○ Keycode/Object 1455601-2210</li> <li>○ Fiscal Impact: \$41,592 plus benefits</li> <li>○ RAF impact – None (Replacement Position)</li> </ul> </li> </ul>
<p><b>CC</b></p>	<p><b>Instructional Lab Assistant, Int. (ASL)</b></p> <p>Position# IA-00112</p> <p>FTE: 625 10 months</p> <p>Department American Sign Language</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> This position provides instructional support through the following duties: Assist students in the development of their sign language skills and assist faculty with the program activities. Typical duties include individual and small group skill development both receptive and expressive, final project coaching, preparation and distribution of ASL materials, basic computer and camcorder instruction, filming student practice sessions, DVD and video duplication, maintaining final project storage files, and checking for plagiarism.</li> <li>• <b>Current status of position?</b> The position is vacant due to the release of a probationary employee.</li> <li>• <b>Strategic Staffing Rationale</b> In addition to being one of the four original “MOU” positions at Cuyamaca for which the long-term temporary employees were automatically hired, this position provides critical support for the success of students in the ASL program by providing additional tutoring opportunities for students and facilitating the instructional activities of the faculty. In addition, this position facilitates communication between hearing students who are often at the beginning stage of their mastery of ASL and those members of the faculty who are Deaf. Finally, this position assists in many of the peripheral activities such as the CCASL Club and the ASL Rocks! variety show that enhance the student experience in the ASL program and increase both success and retention. This position supports the college strategic plan by promoting the following areas of focus: student access, and learning and student success.</li> <li>• <b>Budget Impact:</b> <ul style="list-style-type: none"> <li>○ This position will be included in 2015-2016 Adoption Budget</li> <li>○ This position is funded with Unrestricted General Funds</li> <li>○ Keycode/Object: 1451201-2210</li> <li>○ Fiscal Impact: \$15,650 plus benefits</li> <li>○ RAF Impact – None (Replacement Position)</li> </ul> </li> </ul>

<p><b>CC</b></p>	<p><b>Associate Dean, Student Success</b></p> <p>Position #Pending</p> <p>FTE 1.0</p> <p>Department-Counseling</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> <ul style="list-style-type: none"> <li>○ Plan, coordinate and implement services and events associated with the Student Success and Support Program (SSSP) core mandates</li> <li>○ Implement communication strategies for student success</li> <li>○ Coordination of the core matriculation activities of SSSP for all first-time students from the local high schools and community</li> <li>○ Coordinate student retention activities and follow-up services</li> <li>○ Develop intervention strategies and plans for at-risk students</li> <li>○ Work closely with the Research Office and Information Systems (IS)</li> <li>○ Collaborate with various Student Services departments to promote student success</li> <li>○ Coordinate peer ambassador program</li> <li>○ Develop and support positive outreach relations with local high schools and communities</li> <li>○ Coordinate on-campus tours and visits with local high schools as part of the matriculation process</li> <li>○ Coordinate the student success/outreach center</li> </ul> </li> <li>• <b>Current status of position?</b> Restructuring of existing vacant position</li> <li>• <b>Strategic Staffing Rationale</b>  <u>Legal mandates:</u> This position addresses a critical threshold of student success by overseeing a number of initiatives related to the Student Success and Support Program (SSSP) mandates from the state. This includes coordination and implementation of the core mandates and services outlined in the plan. Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 78210-78218, Education Code</li> <li>• <b>Budget Impact:</b> <ul style="list-style-type: none"> <li>○ The position will be included in 2015-2016 Adoption Budget</li> <li>○ Restricted General Fund - SSSP</li> <li>○ Keycode/Object: 1433004-1240</li> <li>○ Fiscal Impact: \$\$91,215 plus benefits</li> <li>○ RAF impact – None (restructuring a vacancy (Restricted Funds))</li> </ul> </li> </ul>
<p><b>CC</b></p>	<p><b>Child Development Center Aide</b></p> <p>Position #CL-00389</p> <p>FTE .475</p> <p>Child Development Center</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> <ul style="list-style-type: none"> <li>○ Assist teachers in planning, setting up, supervising, and cleaning up activities for the children</li> <li>○ Independently plan and implement activities with groups of children with the approval of the teacher.</li> <li>○ Assist in observations and assessments of children’s development</li> <li>○ light housekeeping, diapering/toileting, and maintenance of the center</li> </ul> </li> <li>• <b>Current status of position?</b> Employee has resigned, given 2 week notice. Last day 09/07/2015</li> <li>• <b>Strategic Staffing Rationale</b> <ul style="list-style-type: none"> <li>○ <b>Legal Mandates:</b> As per Title 5 regulations, Section 18290, student/teacher ratios must be maintained</li> <li>○ Children must be visually supervised at all times (even in the restroom and while napping). Title 22 regulations, Section 101229</li> <li>○ <b>Health and Safety Priorities:</b> The health of the children must be continuously observed. Children must be inspected daily for illness. Title 22 regulations, Section 101226.2, 101226.3</li> <li>○ <b>Essential Supervision:</b> A high quality teaching staff provides examples of best practices in care for the children and role</li> </ul> </li> </ul>

		<p>modeling and mentorship for our college Child Development instructional program lab students.</p> <ul style="list-style-type: none"> <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ This position will be included in 2015-2016 Adoption Budget</li> <li>○ This position is funded by Restricted Fund (State General Child Care)</li> <li>○ Key Code/Object: 1424894- 2117</li> <li>○ Fiscal Impact: \$11,269, no benefits</li> <li>○ RAF impact – None (Replacement Position/Restricted Funds)</li> </ul> </li> </ul>
<b>District Services</b>		
<p><b>DS</b></p>	<p><b>Payroll Technician</b></p> <p>Position #CL-00470</p> <p>FTE: 1.0</p> <p>Payroll Department</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> This position is essential to the operation of the Payroll Office, particularly as duties increase with the implementation of Workday and fiscal independence. Duties include: <ul style="list-style-type: none"> <li>○ Analyze and audit timesheets and hire letters.</li> <li>○ Calculate hourly timesheets and verify position control and budget information.</li> <li>○ Prepare and input information to generate accurate employee pay.</li> <li>○ Review and revise preliminary payroll run records.</li> <li>○ Prepare budget conversions.</li> <li>○ Analyze, calculate and post necessary adjustments to regular monthly and hourly pay; determine appropriate pay rates and deductions.</li> <li>○ Audit and verify instructor absence reports.</li> <li>○ Verify and audit substitute time sheets.</li> <li>○ Calculate and post accurate information to appropriate sick leave records.</li> </ul> </li> <li>• <b>Current status of position?</b> Filling a vacancy</li> <li>• <b>Strategic Staffing Rationale</b> This position provides a critical threshold of support services.</li> <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ This position will be funded in the 2015-2016 budget.</li> <li>○ Unrestricted General Fund</li> <li>○ Keycode and Object: 1117101-2110</li> <li>○ Fiscal Impact: \$45,456, plus benefits <ul style="list-style-type: none"> <li>- CL-34/Step B</li> </ul> </li> <li>○ RAF impact: None (replacement position)</li> </ul> </li> </ul>
<p><b>DS</b></p>	<p><b>Warehouse Operator</b></p> <p>Position #CL-00187</p> <p>FTE: 1.0</p> <p>Warehouse</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> <ul style="list-style-type: none"> <li>○ Operate the warehouse at Cuyamaca College.</li> <li>○ Exercise functional and technical direction in the day to day activities and assist in the training of Warehouse Assistant at Cuyamaca College under the direction of the Warehouse Supervisor.</li> <li>○ Operate a forklift, delivery vehicle and hand tools.</li> </ul> </li> <li>• <b>Current status of position?</b> This position is currently vacant</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Strategic Staffing Rationale</b> This position is critical for better customer service to Cuyamaca College by providing full time staffing of the warehouse to address the recent survey regarding the need for the staffing of both warehouses full time. There have been many issues with operating the warehouse on a part-time basis which has led to dissatisfaction of the level of service provided.</li> <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ The position is currently included in the 2015-16 budget</li> <li>○ The position is funded by unrestricted funds.</li> <li>○ Keycode and Object are 1118601-2110.</li> <li>○ Fiscal Impact: \$36,000. plus benefits</li> <li>○ RAF impact: None (replacement position)</li> </ul> </li> </ul>
DS	<p><b>Warehouse Assistant</b></p> <p>Position #CL-00396</p> <p>FTE: 1.0</p> <p>Warehouse</p>	<ul style="list-style-type: none"> <li>○ <b>What will the position do?</b></li> <li>○ Unload, check and shelf received materials.</li> <li>○ Perform a variety of warehouse functions.</li> <li>○ Operate a forklift, delivery vehicle and hand tools.</li> <li>○ This position would report to the Cuyamaca College warehouse.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Current status of position?</b> Filling a current vacancy</li> <li>• <b>Strategic Staffing Rationale</b> This position is critical to provide continued level of support to both college campuses and District Services <u>as well as full time staffing of the Cuyamaca College warehouse</u> to improve customer service and address the recent survey regarding the need for the staffing of both warehouses full time.</li> <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ The position is currently included in the 2015-16 budget</li> <li>○ The position is funded by unrestricted funds</li> <li>○ Keycode and Object are 1118601-2110</li> <li>○ Fiscal Impact: \$31,980, plus benefits</li> <li>○ RAF impact: None (replacement position)</li> </ul> </li> </ul>