

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
October 10, 2016

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Chemistry Technician Classified 31 New position 1.0 FTE Chemistry	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Perform chemistry lab tech duties, including preparation of labs for instruction, disassembly of completed labs, ordering of supplies, planning, and many other duties. This position in particular will serve our new Saturday lab sections of our most impacted chemistry classes, Chem 115, Chem 120, Chem 141, and Chem 142. 2. Current status of position? <ul style="list-style-type: none"> ○ We have completed a Request for Organizational Staff Modification to create a new Chemistry Technician (31) position. 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ol style="list-style-type: none"> a. Critical threshold of educational or support services. If we do not fill this position, we will not be able to run our scheduled sections of Chem 115, 120 (two), 141, and 142 on Saturdays in spring 2017. These sections will garner up to 31.2 FTES and serve up to 132 students. We have 109 waitlisted students for these classes this fall, despite creating two additional sections of Chem 120 and one of Chem 141 on Saturdays. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget: It is not. b. Key code and Object code: 1381001-2110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: \$57,238 ii. Includes benefits, or not: Position will include benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Learning Assistance Center Specialist</p> <p>Unit/Classification CL-28</p> <p>Position # CL-00116</p> <p>FTE 1.0</p> <p>Department Learning Assistance Center</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Organize and coordinate tutorial assistance services. ○ Assign and coordinate lab tutor schedules, run reports related to tutorial assistance. ○ Monitor the program budget. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy <p>The Learning Assistance Center (LAC) Specialist in the Tutoring Center will retire on 10/21/16. There are no LAC Specialists available to absorb these duties.</p> <p>3. Strategic Staffing Rationale</p> <p>Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> a. Critical threshold of educational or support services The LAC Specialist is necessary to hire and schedule tutors in the tutoring center. Without a person in this role the tutoring center will no longer have the ability to provide services to students. b. Essential supervision The LAC Specialist supervises student hourlies managing office work and NANCE employees conducting tutoring sessions with students. <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget This position is included in the current budget b. Key code and Object code 1329009-2110 c. Fiscal Impact: <ul style="list-style-type: none"> 1. Salary amount \$3,187 - \$3,986 2. Includes benefits, or not Includes benefits 45% (\$1,434 - \$1,794) d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please Include</p> <p>Position Title: CDC Aide</p> <p>Unit/Classification: 12</p> <p>Position # CL-00204</p> <p>FTE: .90</p> <p>Department: Child Development Center</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Classroom Management; assist lead teacher with planning environment and curriculum, engage children in learning during individual and group activities, supervise activities and support staff health & safety duties. ○ Support classroom management and constant supervision, completion of routine care of infants and toddlers, completion of proper ratios. ○ Support CDC Assistant Sr. with child observations and documentation for all required assessments, child level outcomes, and school readiness goals. ○ Meet ratios related to implementing HEAD START contract. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ VACANT, have a substitute. <p>3. Strategic Staffing Rationale</p> <p>Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> a. Legal mandates: As per <u>title V regulations</u>, Section 18290 student teacher ratios must be maintained; <u>Early Head Start contract</u> mandates classrooms must maintain a ratio of 1 adult for every 4 children. b. Children must be visually supervised at all times (even when napping and in restroom). Title 22 regulations, Section 101229 c. Health and safety priorities: The health and safety of the children must be continuously observed. Children must be inspected daily for illness. Title 22, Section 101226.2 and 101226.3 d. Essential supervision: A high quality teaching staff provides examples of best practices in care for the children in conjunction with modeling and mentoring for our college Child Development instructional program for students. <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. This position is included in the budget b. Restricted General Child Care and Head Start c. Key code: 1371597 and 1372194 object code: 2110 and 2210 h. Fiscal Impact: d. \$1869.00/month or annual \$18,690 j. Includes benefits e. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input checked="" type="checkbox"/> No impact – funded by <u>Early Head Start</u> <input type="checkbox"/> No impact – restructure within existing funds <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position</p>
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