

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
STRATEGIC HIRE REQUEST**

**8/29/16**

Date

Site	Position	Justification
<b>Cuyamaca</b>		
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title: <b>Music Technician</b></p> <p>Unit/Classification CL-31</p> <p>Position # IA-XXX</p> <p>FTE: .475 10 months</p> <p>Department Performing Arts</p>	<p><b>1. What will the position do?</b>            This position is responsible for the following: Perform duties required to assist in the configuration , operation, and maintenance of the Midi Lab and Recording Studios. This position requires knowledge of the basic hardware configuration of all music labs and studios. This position also requires the applicant to oversee open lab hours (approximately 18 hours per week), and assist students in the use of the Music Media lab and practice rooms. Applicant should be able to perform office duties that support the Performing Arts Department as a whole (preparing for concerts, etc.)</p> <p>Assist instructors or other college support staff in preparation of instructional materials or equipment for classrooms and labs. Assist students in the classroom or other instructional environment to ensure proper use and care of instructional materials and equipment. Operate computers , terminals, printers, and specialized equipment for area of assignment. Assist in coordinating use of lab and other educational facilities assuring the availability of appropriate supplies and equipment. Familiarize students with area of assignment assisting them to facilitate the learning process.</p> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>o Vacant position. Will replace position # IA-00117 Instructional Lab Assistant , Int. Ross Nelson resigned on 6/10/2016. Org Mod was submitted July 2016.</li> </ul> <p><b>3. Strategic Staffing Rationale</b></p> <ul style="list-style-type: none"> <li>o This position is necessary for maintaining a critical threshold of educational and support services.</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. This position is included in the current budget</li> <li>b. Key code and Object code 1452801-2217</li> <li>c. Fiscal Impact:               <ul style="list-style-type: none"> <li>i. Salary amount \$17,310 plus benefits</li> </ul> </li> <li>d. RAF impact (check one):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <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> </li> </ul>

<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Child Development Center Training Specialist</b></p> <p>Unit/Classification:  CL/30</p> <p>Position #:  IA-00110</p> <p>FTE: 1.00  11 months</p> <p>Department:  Child Development Center</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Provide care and supervision to the children of the Child Development Center</li> <li>○ Function as a team leader of a team of aides, volunteers, and student teachers</li> <li>○ Plan and implement age appropriate curriculum</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Filling a vacancy (Judy Fernandez retiring 9/9/2016)</li> </ul> <p><b>3. Strategic Staffing Rationale</b></p> <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 modeling and mentorship for our college Child Development instructional program lab students.</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ol style="list-style-type: none"> <li>a. The position is included in the current budget</li> <li>b. Keycode/Object: 1424894-2210</li> <li>c. Fiscal Impact: <ol style="list-style-type: none"> <li>i. Annual salary amount: \$39,336 plus benefits</li> </ol> </li> <li>d. RAF impact (check one): <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <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> </li> </ol>
<input checked="" type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Tutoring Center Specialist</b></p> <p>Unit/Classification:  CL-28</p> <p>Position #  CL-00648</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Organize and coordinate the day-to-day operations of the Writing Center;</li> <li>○ Provide direction to hourly personnel and student workers as assigned; prepare weekly schedules for tutors and the master schedule for the semester.</li> <li>○ Assist in recruiting, interviewing, evaluating, hiring, and training of part-time tutors and clerical workers; prepare employment forms; monitor hours and schedules to ensure center coverage.</li> </ul>

	<p>FTE: 1.0 11 months</p> <p>Department: Learning &amp; Technology Resources – Writing Center</p>	<p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Replacement for Doug York. Mr. York will be resigning on 9/6/2016</li> </ul> <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> <ul style="list-style-type: none"> <li>○ The need for tutorial services is clear if we are to support the Achieving the Dream Plan, Student Equity plan and overall student success. This position provides essential support for the Writing Center, including scheduling and overseeing tutors, managing the Writing Center budget, and collecting data for reporting and analysis. This position is also critical to keeping the Writing Center open for 55 hours a week during the fall and spring semesters. This rationale addresses both “critical threshold of educational or support services” and “essential supervision.”</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ol style="list-style-type: none"> <li>a. Specify whether the position is included or not included in the current budget. It is included in the current budget.</li> <li>b. Key code and Object code: 1425803-2110</li> <li>c. Fiscal Impact:       <ol style="list-style-type: none"> <li>i. Annual Salary amount - \$37,081 plus benefits</li> </ol> </li> <li>d. RAF impact (check one):       <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <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> </li> </ol>
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**Grossmont**

<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Biology Technician</p> <p>Classified 31</p> <p>IA-00106</p> <p>1.0 FTE</p> <p>Biological Sciences</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Perform biology 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 biology class, Bio 120.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Filling a restructured vacancy with a new job title. We have completed an org mod to turn the current Microbiology Technician (32) into a Biology Technician (31).</li> </ul>
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**3. Strategic Staffing Rationale**

Please address at least one of the following items when answering the questions below (provide specific details):

- 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 Bio 120 on Saturdays, two in fall 2016 and up to eight in spring 2017. Each section garners 7.2 FTES and serves 36 students. We have 300 waitlisted students for Bio 120 this fall.

**4. Budget Impact – Identify the Following:**

- a. Specify whether the position is included or not included in the current budget: It is not.
- b. Key code and Object code: 1380202-2110
- c. Fiscal Impact:
  - 1. Salary amount: \$46,000
  - 2. Includes benefits, or not: Position will include benefits
- d. RAF impact (check one):
  - Include in RAF calculation
  - No impact – replacement (vacant one year or less)
  - No impact – funded by \_\_\_\_\_ Restricted Funds
  - No impact – funded by \_\_\_\_\_
  - No impact – restructure within existing funds
  - No impact – reallocation of faculty FTE resulting in new position number