

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

8/31/17

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title ADMINISTRATIVE ASSISTANT III</p> <p>Unit/Classification CSEA</p> <p>Position # 00495</p> <p>FTE 1.0</p> <p>Department COUNSELING SERVICES</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Under the direction of an M-10 through M-11 level administrator, perform a variety of difficult and often complex specialized and responsible secretarial and administrative assistant duties to relieve the administrator of operational detail. 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy – Position will be vacant due to a transfer effective 10/02/17 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 – Prepare and review routine correspondence, records, and other documents in conformance to established rules and regulations. Prepare agenda items, take and transcribe meeting minutes and distribute to appropriate personnel. Establish and maintain a variety of records, logs, and files related to assigned functions. Follow district and department policies and procedures. Perform a variety of duties in support of special events, research, and other special projects. Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; and coordinate activities and resolve problems. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Specify whether the position is included in the current budget b. Key code and Object code – 1333005-2110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$43,044(StepA) ii. Includes benefits – 49% - \$21,092 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 <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Assistant College Cashier</p> <p>Unit/Classification</p> <p>Position #CL- 00311</p> <p>FTE 1.</p> <p>Department: Administrative Services</p>	<p>1. What will the position do? This position assists the College Cashier with organizing, directing and coordinating the accounting functions of student registration activities; assist with collection and control of college fees and other District receivables; assist with deposit of District monies; and maintenance of financial records and journals.</p> <p>2. Current status of position? a. Filling a vacancy</p> <p>3. Strategic Staffing Rationale This position is necessary for maintaining a critical threshold of educational and support services. It is also necessary to ensure proper business process checks and balances within a financial transaction center.</p> <p>Not filling the position substantially reduces services to students. We currently only have one Cashier to serve up to approximately 18,500 students a semester, which is a huge workload issue. With only one full time employee working in the area, when the Cashier is out on sick leave, vacation or other approved leaves, the Cashiers window must be closed and we are unable to provide services to students.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. This position is in the current budget</p> <p>b. 1327801</p> <p>c. Fiscal Impact:</p> <p>1. Salary amount CL-28, Step A 38,244</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>

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Counselor (SSSP)</p> <p>Unit/Classification AFT / IN11/IV/</p> <p>Position # CN- 00008</p> <p>FTE 1.0 11 months</p> <p>Department: Counseling Services</p>	<p>1. What will the position do? Provide educational counseling for prospective, new and continuing students. Assist in the articulation process which assures smooth transfer of high school students into the community college, and appropriate transition of community college students into baccalaureate institutions. Assist students in the development of their individual educational plans and goals. Participate in the implementation of district policies governing student matriculation and graduation. Conduct group orientation sessions. Provide counseling for students on academic lack-of-progress probation. Teach Personal Development classes in accordance with division needs. Provide counseling to meet career and occupational objectives; provide assistance in job search and job retention skills. Provide individual counseling to assist students in resolving personal problems. Accept referrals from teaching faculty and other college personnel; confer with teaching faculty regarding individual students when appropriate. Refer students to campus support services; refer students to community agencies. Participate in required and scheduled Professional Development week activities each semester in compliance with contractual agreement. Keep official records and collect data required by district policy and administrative procedure; submit records and data in accordance with college procedures.</p> <p>2. Current status of position? Vacant due to the retirement of Dr. Theresa McNeil.</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> o This position is necessary for maintaining the critical threshold of educational and support services: this position is necessary for compliance to conform to State approved plans and budgets. <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position will be included in the Adoption Budget b. Key code and Object code – 1433096-1220 c. Fiscal Impact: <ul style="list-style-type: none"> i. Annual Salary amount - \$70,704 plus benefits d. 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 checked="" type="checkbox"/> No impact – funded by SSSP 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 checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Admissions & Records Specialist</p> <p>Unit/Classification CSEA/Range 32</p> <p>Position # TBD</p> <p>FTE 1.0 12 months</p> <p>Department: Admissions & Records</p>	<ol style="list-style-type: none"> 1. What will the position do? Under the direction of the supervisor, the Admissions & Records Specialist will assist with admissions and records functions specifically related to Title V; i.e. registration, form completion, high school transcript collection, separate maintenance of academic records for Pathway Academy participants. 2. Current status of position? This is a new position 3. Strategic Staffing Rationale Necessary for compliance to conform to Title V Grant guidelines. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Key code and Object code – 1474890-2110 b. Fiscal Impact: <ol style="list-style-type: none"> i. Annual Salary amount - \$45,528 plus benefits c. 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 <input checked="" type="checkbox"/> No impact – funded by <u>Title V grant funding</u> <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Tutoring Center Specialist</p> <p>Unit/Classification: CL-28</p> <p>Position #: CL-00644</p> <p>FTE: .475, 12-months</p> <p>Department: Tutoring</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Organize and coordinate the day-to-day operations of assigned tutoring centers ○ Provide direction to hourly personnel and student workers as assigned; prepare weekly schedules for tutors and the master schedule for the semester. ○ 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. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> ○ Critical threshold of educational or support services: The need for tutorial services is clear if we are to support the Achieving the Dream Plan, Student Equity plan, Guided Pathways and overall student success. The most important duty of this position would be to provide coordination and supervision of tutors during hours of operation. ○ Essential operations and supervision: This part-time position is critical to ensuring evening and Friday coverage for assigned centers. <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position is included in the current budget b. Keycode and Object code – 1472391 - 2117 c. Fiscal Impact: <ul style="list-style-type: none"> i. Annual Salary amount - \$19,215 plus PT benefits 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 checked="" type="checkbox"/> No impact – funded by <u>Student Equity Restricted Funds</u> <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