

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
November 6, 2017

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</p> <p>Position # CL-00515</p> <p>FTE 1.0</p> <p>Department Campus Facilities</p>	<p>1. What will the position do? This position is the administrative assistant to the Facilities Director, and supports the custodial, maintenance, operations and grounds departments. The position processes work orders, directs appropriate responses to critical or emergency issues on campus and also serves to triage multiple competing priorities. This position is essential in responding to and preventing health and safety concerns regarding sanitation, cleanliness and other matters impacting the learning environment or causing liability.</p> <p>2. Current status of position? Position vacant due to promotion.</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. Health and safety priorities – <i>Position ensures safety issues for faculty, staff and students are promptly addressed</i></p> <p>b. Critical threshold of educational or support services – <i>Position ensures safety by addressing urgent custodial, maintenance, and grounds needs via campus two-way radios</i></p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Specify whether the position is included or not included in the current budget – This position is in the current budget</p> <p>b. Key code and Object code 1327603-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount- CL32, Step A \$43,044</p> <p>ii. 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: Custodian</p> <p>Unit/Classification: CL-20</p> <p>Position # CL-00106</p> <p>FTE: - 1.0</p> <p>Department: Cuyamaca Facilities Operations</p>	<p>1. What will the position do? Under the direction of the Custodial Supervisor, maintain an assigned group of classrooms, offices and related facilities in a clean and orderly manner. Incumbents provide work direction and guidance to other custodial operations personnel and participate in operations and custodial duties, or work independently at an assigned location.</p> <p>2. Current status of position? a. Filling a vacancy (replacement for Henry Guzman)</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. Health and safety priorities: Health and safety priorities - Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p> <p>b. Critical threshold of educational or support services</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included in the current budget</p> <p>b. Key code and Object code 1427601-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount \$31,932 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>
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Administrative Assistant III</p> <p>Unit/Classification: CSEA/CL-32</p>	<p>1. What will the position do? Under the direction of the Dean of Counseling Services, perform a variety of difficult and often complex specialized and responsible secretarial and administrative assistant duties to relieve the administrator of operational detail.</p> <p>2. Current status of position? a. Filling a vacancy due to retirement (Ken Grimes, 1-16-18)</p>

	<p>Position #</p> <p>FTE: 1.0 12 months</p> <p>Department: Dean's Office, Counseling Services</p>	<p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>b. This position is critical in the support of the administration of Counseling Services and the Dean.</p> <p>4. Budget Impact – Identify the Following:</p> <p>c. The position is included in the current budget</p> <p>d. Key code and Object code: 1433001-2110</p> <p>e. Fiscal Impact:</p> <p>i. Salary amount: \$45,528 plus benefits</p> <p>f. 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 type="checkbox"/> GC</p> <p><input checked="" type="checkbox"/> CC</p> <p><input type="checkbox"/> DS</p>	<p>Please include:</p> <p>Position Title Student Services Specialist</p> <p>Unit/Classification CSEA/CL-28</p> <p>Position # CL-00223</p> <p>FTE 1.0 12 months</p> <p>Department EOPS</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> o Under the direction of the Associate Dean of Special Programs, perform a variety of specialized duties to provide services to students in Extended Opportunities Programs & Services (EOPS); o Organize and coordinate office activities in assigned area to assure timely and efficient office operations; o Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required; o Greet office visitors and answer telephones; screen and refer calls, schedule appointments and meetings or take messages as appropriate; o Explain college and EOPS/CARE policies and procedures to students. <p>2. Current status of position?</p> <p>a. Filling a vacancy due to resignation</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): Necessary for compliance to conform to State approved plans and budgets</p> <p>a. Legal mandates</p> <p>b. Critical threshold of educational or support services</p> <p>c. Essential supervision</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included in the current budget</p> <p>b. Key code and Object code – 1435597-2110</p> <p>c. Fiscal Impact: -0-</p>

		<p>i. Salary amount - \$40,452 plus benefits</p> <p>d. RAF impact (check one):</p> <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