

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

5/22/18

Date

Site	Position	Justification
<p>Grossmont College</p>	<p>Admissions & Records Assistant (25)</p> <p>CL 00184</p> <p>FTE: 1</p> <p>Admissions & Records</p>	<ul style="list-style-type: none"> • What will the position do? Provide a wide variety of specialized and complex clerical duties related with Admissions & Records. This position also processes official transcript requests and prepares electronic files, paper transcripts, and mail transcripts as requested by students and other educational institutions in a timely manner and according to established guidelines and procedures. • Current status of position? Filling a vacancy - (This position is vacant due to promotion of former holder of position (Tyler Dranguet to Veteran’s Specialist) • Strategic Staffing Rationale Maintain a critical threshold of educational or support services – This position is essential to processing official transcript requests and for preparing electronic files, paper transcripts and mail transcripts as requested for students in a timely manner and according to established guidelines and procedures <p>This position is already allotted and budgeted with General funds and will increase student access, progress, success, and retention per the State mandated Student Success Initiative as it assists with the initial access point; the application, and the progress and success point; transcripts.</p> <p>This position addresses both, strategic and institutional priorities by providing access to a diverse community college student population which is not only an institutional goal but also a component of the College’s mission.</p> • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ Included in current budget ○ Unrestricted ○ 1332001-2110 ○ Fiscal Impact: <ul style="list-style-type: none"> - 32,520 - Includes benefits ○ RAF impact – No impact

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Test Proctor</p> <p>Unit/Classification 27</p> <p>Position # 1.0</p> <p>FTE 1.0</p> <p>Department A.R.C</p>	<p>1. What will the position do? Under the direction of an assigned supervisor, perform a variety of specialized duties in an assigned area of student services; administration of academic exams for students with disabilities; prepare schedules for academic exams and ensure prompt scheduling; security and integrity of overall testing process to prevent compromise; assist students with related computer technology for testing; provide specialized information to faculty regarding the accommodations/test proctoring process; perform specialized clerical duties and coordinate and oversee office activities of assigned function or office; train and provide work direction to others as assigned.</p> <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ <u>Filling a vacancy – Yvonne Mather retired 7/7/17</u> ○ Filling a restructured vacancy with a new job title - Yes ○ Requesting a new position - No <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"> a. <u>Legal mandates</u> <u>A.R.C./DSPS is mandated by legislation (Title V) to provide accommodations in a timely manner to students with disabilities.</u> b. Accreditation requirements c. Health and safety priorities d. <u>Critical threshold of educational or support services</u> <u>A.R.C./DSPS is a critical support service within the institution to ensure state compliance of ADA, section 504 of the Rehabilitation Act.</u> e. Essential supervision <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 b. <u>Key code and Object code – 1335091-5210 (Restricted)</u> c. Fiscal Impact: <ul style="list-style-type: none"> i. <u>Salary amount - \$40,452.00</u> ii. <u>Includes benefits, or not – Yes. Benefits @ 49% = \$60,274.00</u> d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> <u>No impact – replacement (vacant one year or less)</u> <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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Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><u>Position Title</u> Tutoring Center Specialist</p> <p><u>Unit/Classification</u> CSEA</p> <p><u>Position #</u> CL-00676</p> <p><u>FTE</u> 0.475 FTE</p> <p><u>Department</u> LTR</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> o Organize, coordinate, and improve quality of services and oversee student workers and tutors in the general tutoring center in the afternoon/evening shift. Gathers data, prepares reports, monitors budget, ensures payroll is completed in a timely and accurate manner. Trains and provides professional development as needed. Assists LTR supervisor in implementing new processes, tools, and upgrading practices. 2. Current status of position? <ul style="list-style-type: none"> o <u>Filling a vacancy</u> 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. Legal mandates: supervision of student workers is required at all times b. Accreditation requirements: academic support must be provided to all students and this position is key in ensuring non-traditional, evening or online students have access to tutoring. c. Critical threshold of educational or support services: Research has shown that tutoring is one of the key services that increases retention, particularly of students who are disproportionately impacted and of languages other than English. This position oversees general tutoring which means students can get help in most of the disciplines taught on campus and across all programs. The impact of this service is therefore as broad as it can get. Research has also shown that students who work on campus are significantly more likely to remain in class and graduate in shorter time. This position is also key in training, mentoring, and supporting our students who want to work. They acquire an invaluable experience and skills that will carry through for the rest of their lives. d. Essential supervision: supervision of student workers is required at all time 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. Included in the budget b. Key code and Object code: <u>1372391-2117</u> c. Fiscal Impact: <u>Level 28</u> <ol style="list-style-type: none"> d. Salary amount <u>\$2141/mo; +4% Differential</u> <ol style="list-style-type: none"> i. ii. Includes benefits, <u>Yes at 27% (included in salary above.</u> 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 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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