

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**2/7/2018**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Counseling and Assessment Center Supervisor</b></p> <p>Unit/Classification:  <b>S-I</b></p> <p>Position #  <b>SU-00050</b></p> <p>FTE: <b>1.0</b></p> <p>Department:  <b>Counseling Services</b></p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>o This position provides essential supervision to the counseling and assessment services area, managing and leading a team of classified and student hourly personnel while providing necessary support to the operations of the department.</li> </ul> </li>   <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>✓ Filling a vacancy – Replace Courtney Williams</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale:</b> <ol style="list-style-type: none"> <li>a. <b>Legal mandates:</b> Implementation of AB 705 – Counseling and Assessment Services Supervisor will support AB 705 implementation and MIS reporting</li> <li>b. <b>Critical threshold of educational or support services:</b> Establish and implement office procedures to coordinate these departments. Develop correspondence and maintain communication including email, website and marketing, including memos, letters, flyers and mailers, update and maintain program and websites.</li> <li>c. <b>Essential supervision:</b> Supervise and evaluate the performance of assigned staff to assure timely and efficient operation of assigned areas. Establish and implement office procedures to coordinate these departments. Develop correspondence and maintain communication including email, website and marketing, including memos, letters, flyers and mailers, update and maintain program and websites.</li> </ol> </li>   <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. The position is included in the current budget</li> <li>b. Key code and Object code: <b>1433001 - 2120</b></li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount <b>\$65,687 plus benefits</b></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> </li> </ol>