GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
<u>02/08/18</u>
Date

Site	Position	Justification

☒GC
☐CC
☐DS
	Please include:
	
	Position Title:
	Business Services Specialist
	
	Unit/Classification: Administrative Services
	
	Position #: CL-000323
	
	FTE: 1.0
	
	Department: Business Communications Services
		1. What will the position do?
		  o The Business Services Specialist performs a variety of business service functions including operating the campus wide switchboard; process campus facility requests and weekly facility reports; assist with faculty/staff travel arrangements; assist new faculty/staff with keys, phones, parking permits and access cards; assist students with questions and receiving homework; and other related business office services.
		  o Assist with mail processing, distributing incoming and outgoing USPS mail.
		  o Maintain the campus wide phone directory and handle phone issues.
		
		2. Current status of position?
		  o Backfill position while current Business Services Specialist is filling an interim Administrative Assistant position at Cuyamaca College.
		
		3. Strategic Staffing Rationale
		This position is a critical threshold of support services. It will reduce service time to faculty, staff and students if not filled. The Business Communications Services Office has been greatly reduced over the years, going from five full time employees down to three. Without this position we will not have the staffing needed to provide the various business in a timely manner which will have an effect in the way faculty and staff can manage their work day. If this position is not filled it may affect the hours of operations and services provided.
		
		4. Budget Impact – Identify the Following:
		
		  a. Specify whether the position is included or not included in the current budget – There is no fiscal impact. This request is a backfill for current position funded in the current year unrestricted general budget.
		  b. Key code and Object code: 1328001-2114
		  c. Fiscal Impact:
		    i. Salary amount CL 26 Step A, $36,048
		    ii. Includes benefits
		  d. RAF impact (check one):
		    ☐ Include in RAF calculation
		    ☒ No impact – replacement (vacant one year or less)
		    ☐ No impact – funded by_____Restricted Funds