

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

5/7/2018

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Custodial Supervisor</p> <p>Unit/Classification</p> <p>Position # SU-00019</p> <p>FTE: 1.0</p> <p>Department: Operations</p>	<ol style="list-style-type: none"> 1. What Will Position Do? Under the direction of an assigned manager, perform a variety of responsible duties in the supervision of custodial services; organize, schedule, assign and review custodial work; supervise and evaluate the performance of assigned staff. 2. Current status of position? <ol style="list-style-type: none"> a. Filling a vacancy to replace Martin DuBord 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. Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations. b. Essential supervision 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code: 1427601-2120 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$55,896 plus 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 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

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

5/7/18

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Printing Operations Assistant</p> <p>Classified CL-24</p> <p>Position# CL-00124</p> <p>FTE 1.</p> <p>Department: Printing Department</p>	<p>1. What will the position do?</p> <p>This position provides customer service and a variety of bindery and print shop activities, in addition to maintaining records of purchase orders for books that are printed on campus and maintain appropriate levels of supplies for faculty and staff.</p> <p>2. Current status of position?</p> <ul style="list-style-type: none"> o Filling a vacancy due to employee not passing probation. <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. Critical threshold of educational or support services With an already reduced staff the printing department would not be able to maintain the current level of service it provides currently without this position <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Included in the current budget b. Key code and Object code 1328101-2110 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount - \$33,984 plus benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input checked="" 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

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

5/7/18
DATE

Site	Position	Justification
GC	LTRC Supervisor, Learning Assistance SU-00073 FTE: 1.00 Department: Learning & Technology Resources	<ul style="list-style-type: none"> • What will the position do? Under the direction of the Dean of Learning & Technology Resources, organize, coordinate, and oversee the day-to-day operation and supervision of the Learning Assistance Center including the Tech Mall, Tutorial Services, English Writing Center, Math Study Center, and the Open Computer Lab. Coordinate with various campus departments to implement related academic support services; coordinate program development and review, budget development and maintenance. • Current status of position? Filling a vacancy for a funded position for a “Tutoring Supervisor” that was created previously but never filled. • Strategic Staffing Rationale This position will provide and coordinate essential supervision to a group of related services in one building that have previously reported to various instructional deans, the Dean of LTR, and the Vice-President for Administrative Services. The creation of the LTRC Supervisor position is intended to coordinate and streamline the delivery of multiple student services in the Tech Mall of the Learning & Technology Services Division. This position will provide structure, coordination, and oversight in the processing of tasks and activities required for a fluid operation. • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is included in the current budget. ○ The position is unrestricted. ○ Keycode and Object: 1329030-2120 ○ Fiscal Impact: <ul style="list-style-type: none"> - Salary amount: \$62,700 plus benefits - ○ No RAF impact.

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

5/7/18

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Printing Operations Assistant</p> <p>Classified CL-24</p> <p>Position# CL-00124</p> <p>FTE 1.</p> <p>Department: Printing Department</p>	<p>1. What will the position do?</p> <p>This position provides customer service and a variety of bindery and print shop activities, in addition to maintaining records of purchase orders for books that are printed on campus and maintain appropriate levels of supplies for faculty and staff.</p> <p>2. Current status of position?</p> <ul style="list-style-type: none"> o Filling a vacancy due to employee not passing probation. <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. Critical threshold of educational or support services With an already reduced staff the printing department would not be able to maintain the current level of service it provides currently without this position <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Included in the current budget b. Key code and Object code 1328101-2110 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount - \$33,984 plus benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input checked="" 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

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

5/7/18
DATE

Site	Position	Justification
GC	LTRC Supervisor, Learning Assistance SU-00073 FTE: 1.00 Department: Learning & Technology Resources	<ul style="list-style-type: none"> • What will the position do? Under the direction of the Dean of Learning & Technology Resources, organize, coordinate, and oversee the day-to-day operation and supervision of the Learning Assistance Center including the Tech Mall, Tutorial Services, English Writing Center, Math Study Center, and the Open Computer Lab. Coordinate with various campus departments to implement related academic support services; coordinate program development and review, budget development and maintenance. • Current status of position? Filling a vacancy for a funded position for a “Tutoring Supervisor” that was created previously but never filled. • Strategic Staffing Rationale This position will provide and coordinate essential supervision to a group of related services in one building that have previously reported to various instructional deans, the Dean of LTR, and the Vice-President for Administrative Services. The creation of the LTRC Supervisor position is intended to coordinate and streamline the delivery of multiple student services in the Tech Mall of the Learning & Technology Services Division. This position will provide structure, coordination, and oversight in the processing of tasks and activities required for a fluid operation. • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is included in the current budget. ○ The position is unrestricted. ○ Keycode and Object: 1329030-2120 ○ Fiscal Impact: <ul style="list-style-type: none"> - Salary amount: \$62,700 plus benefits - ○ No RAF impact.