

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

September 14, 2011

Site	Position	Rationale
CC	Master Scheduler CL-00122	<ul style="list-style-type: none">• Responsible for technical and compliance-oriented tasks associated with schedule builds and room utilization. Produces reports that generate faculty hire letters, and enrollment-based eligibility for teaching assistants and large class compensation. Assists with tracking faculty performance appraisals.• The regular contract employee in this position was expected to return from FMLA leave on August 9 and has instead chosen to resign, effective July 29. Our Instructional Operations Office has two employees, one supervisor and the master scheduler.• The position has been filled with (an hourly) substitute since August, 2010.