

GROSSMONT-CUYAMACA COMMUNITY COLLEGE

CRITICAL HIRE/UNEXPECTED VACANCY

February 11, 2013

Site	Position	Rationale
CC	Sr. Grounds Maintenance Worker (1 FTE) CL - 00131	<ul style="list-style-type: none"> • What will position do? – The Senior Grounds maintenance worker will maintain landscaping, water conservation, mulching, weed remediation, concrete repairs, mowing, maintenance grounds equipment, and pesticide and herbicide application • Staffing plan criteria for critical hire – This position is necessary for maintaining critical threshold of educational and support services. • Current status – Sr. Grounds Maintenance worker position was recently vacated due to the staff accepting position as a custodial supervisor. • Budget Impact – This position is funded in the current year unrestricted general fund.
CC	Lead Custodian (1 FTE) CL-00076	<ul style="list-style-type: none"> • What will position do? – The lead custodian will assist the custodial supervisor in directing events set ups, ordering and maintaining custodial supplies, assign and train custodians, maintaining assigned area. To help maintain the campus in healthy and safe environment. • Staffing plan criteria for critical hire – This position is necessary for maintaining critical threshold of educational and support services. • Current status – The previous lead custodian was recently vacated due to the staff being transferred to a regular custodian position. • Budget Impact – This position is funded in the current year unrestricted general fund.
CC	Vice President, Student Services (1FTE) MG-00006	<ul style="list-style-type: none"> • What will position do? - The Vice President of Student Services has the responsibility of providing leadership and direction to the student services division comprised of Counseling, Admissions and Records, Financial Aid, Student Affairs, Extended Opportunities Programs and Services (EOPS), Disabled Students Programs and Services (DSPS), CARE, CalWORKs, Outreach, Personal Development Counseling, Transfer, Assessment, Career and Employment Services, Health Services and Athletics. There is an emphasis on providing services through technologically integrated activities; duties also include providing direction and coordination for new legislation, such as SB 1456 Student Success Act) and SB 1440 (Degree with a Guarantee). The Vice President serves as a member of the President's Cabinet and is responsible for making recommendations to the President regarding Student Services; other duties include serving as the ADA Coordinator and Title IX Officer for the college and providing support for program review, learning outcomes assessment, and planning; and, coordination with other college areas including, but not limited to, Instruction and Administrative Services. • Staffing plan criteria for critical hire –This position is necessary for maintaining the critical threshold of educational and support services; in addition, the position is needed for compliance (Education Code, Title 5) and accreditation purposes. • Current status – Position to be vacated effective February 20, 2013 due to resignation. • Budget Impact – This position is funded in the current year unrestricted general fund.

CC	Multi Media Technician Sr. (1 FTE) CL-00082	<ul style="list-style-type: none"> • What will position do? – This position supervises the library circulation desk. This includes supervising study workers and coordinating job responsibilities of Multi-media Assistant Senior to perform critical student support activities. Creating and updating bibliographic records, searching OCLC for MARC records & importing MARC records into SIRSI. • Staffing plan criteria for critical hire – This position is necessary for maintaining critical threshold of educational and support services. • Current status – Current position was vacated on December 22, 2012 due to resignation. • Budget Impact – This position is funded in the current year unrestricted general fund.
CC	Student Services Specialist-DSPS (1 FTE) CL-00006	<ul style="list-style-type: none"> • What will position do? – This position serves as administrative support for the DSPS Program. This position also is responsible for cart services, file maintenance, scheduling student appointments, MIS reporting, final reports, as well as other general office procedures. • Staffing plan criteria for critical hire – This position is necessary for maintaining critical threshold of educational and support services and legal mandates to support Title IV requirements. • Current status – Current position will be vacated on March 1, 2013 due to resignation. • Budget Impact – This position is funded in the current year restricted general fund.
CC	Financial Aid Assistant (1 FTE)	<ul style="list-style-type: none"> • What will position do? – This position assists students at the financial aid front counter and over the phone on financial aid matters: application process, review process, disbursement process, file status, explain policies and procedures, and provide general financial aid and school related information. This position also assists with on-campus FAFSA workshops which educate students on general financial aid procedures and the application process. • Staffing plan criteria for critical hire – This position is necessary for maintaining critical threshold of educational and support services. • Current status –The position became vacant January 30, 2013 due to resignation. • Budget Impact – This position is funded in the current year restricted general fund.
CC	Student Services Specialist (Student Affairs) 1 FTE CL- 00485	<ul style="list-style-type: none"> • What will position do? – The Student Services Specialist of Student Affairs performs administrative assistant and clerical duties that are essential to the daily operations of the Student Affairs office. In addition to preparing, processing, and reviewing financial forms, reports, records, and information for all student events, the administrative assistant will prepare, process, and review financial forms, reports, records, and information for Student Affairs, ASGCC, leadership programs, and student organizations. • Staffing plan criteria for critical hire – This position is necessary for maintaining critical threshold of educational and support services. In addition to legal mandates (FERPA). • Current status – The Student Services Specialist in Student Affairs became vacant due to the ERI offered in 2012. • Budget Impact – This position is funded in the current year unrestricted general fund.

CC	Dean of Learning & Technology Resources (1 FTE) MG-00081	<ul style="list-style-type: none"> • What will position do? – This position provides administrative oversight and support for the Learning and Technology Resources Division, which includes tutoring, distance education, classroom technology, student lab technology, and network technology support of the college. • Staffing plan criteria for critical hire – This position is necessary for maintaining critical threshold of educational and support services, accreditation requirements and essential operations and supervision. • Current status –The position will become vacant on June 30, 2013 due to retirement. • Budget Impact – This position is funded in the current year unrestricted general fund.
CC	Athletic Trainer (1 FTE) CL-00266	<ul style="list-style-type: none"> • What will position do? – Under the direction of the college athletic director/dean, the athletic trainer assists in the development and implementation of programs for the prevention of injuries to student athletes, administers first aid and emergency medical care, administers rehabilitation for injuries, and teaches within the physical education curriculum where appropriate. • Staffing plan criteria for critical hire – This position is necessary for maintaining critical threshold of educational and support services. • Current status – Current athletic trainer submitted her retirement effective June 30, 2013. New trainer to have a start date of July, 1, 2013. • Budget Impact – This position is funded in the current year unrestricted general fund.
GC	Vice President, Academic Affairs (MG-00039)	<ul style="list-style-type: none"> • What will position do? – The Vice President of Academic Affairs serves as the chief instructional officer of the college and is responsible for the administrative oversight of all instructional programs, workforce training, instructional technology, tutorial services, library, and learning resources. • Staffing plan criteria for critical hire – This position is necessary for maintaining critical threshold of educational and support services. In addition with compliance (Education Code, Title 5) and accreditation. • Current status – The Vice President of Academic Affairs will become vacant on June 30, 2013. • Budget Impact – The position is funded in the current year unrestricted general funds.