

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

March 11, 2013

Site	Position	Rationale
GC	Admissions & Records Specialist Veterans CL-00492	<ul style="list-style-type: none"> • What will position do? - This position has the responsibility of providing support for enrolled Veterans, including checking courses and verifying degree audits, certifying payable courses to the VA for payment to the student, billing the VA for tuition and fees for the Post 9/11, Chapter 33 Veterans, verifying accuracy of payments, and provide oversight for VA Workstudy students. • Staffing plan criteria for critical hire - The US Department of Veteran’s Affairs Auditor made it clear that the College needs to add another certifying agent due to the large number of students on the GI bill at Grossmont College (1036 students). With this current vacancy, Grossmont College has no certifying official. This position is essential for operations and supervision. • Current status - The position is vacant due to the incumbent accepting a new position at the college. This position is an absolute required to meet the compliance needs of the college in serving Chapter 33 veterans (post 9/11 GI bill). • Budget Impact - Position is included in the Adoption Budget - UGF
CC	American Sign Language Instructor IN-00335	<ul style="list-style-type: none"> • What will position do? - This position will perform all duties of full-time instructional faculty in the America Sign Language Department. There is currently no full-time faculty in this department. • Staffing plan criteria for critical hire - This position are necessary for maintaining critical threshold of educational and support services. • Current status - Currently, all of the American Sign Language courses are taught by adjunct faculty. This position was vacated in 2012 due to retirement. • Budget Impact - This position is funded in the current year unrestricted general fund. (1 FTE)
CC	Ornamental Horticultural Technician IA-00119	<ul style="list-style-type: none"> • What will position do? - Preparation of lab materials and tools and provide assistance during labs as required. Perform a variety of complex horticultural duties and have technical expertise and experience to identify priorities, set maintenance schedules, and provide work direction to subordinate personnel as assigned. Assist in operation and maintenance of ornamental horticulture facilities and plan materials including activities related to departmental budget, inventory, sales, and public relations • Staffing plan criteria for critical hire – This position is necessary for maintaining critical threshold of educational and support services and essential operations and supervision. • Current status - Position is vacant due to recent resignation; essential duties are being covered by a temporary hourly appointment • Budget Impact – This position is funded in the current year unrestricted general fund. (1 FTE)
CC	Reading Instructor IN-00255	<ul style="list-style-type: none"> • What will position do? - This position will perform all duties of full-time instructional faculty in the Communication Arts Department. This position is one of only two full-time Reading faculty positions. • Staffing plan criteria for critical hire – This position are necessary for maintaining critical threshold of educational and support services. • Current status – This position was vacated in 2009 due to retirement. • Budget Impact – This position is funded in the current year unrestricted general fund. (1 FTE)

CC	Counselor (Veterans) CN-XXXXX	<ul style="list-style-type: none"> • What will position do? - Research and best practices reflect that a designated Veterans Counselor is needed to address the specific needs of this large student population. The Veterans Counselor will provide mental health/personal counseling, assessment and treatment of Post-Traumatic Stress Disorder (PTSD), anxiety, and depression, and will be knowledgeable about Veterans' Affairs (VA) regulations and application of VA regulations in educational planning. The Veterans Counselor will assist in the coordination of veterans' services with multiples offices, particularly with the Veterans Services Specialist in Admissions & Records. • Staffing plan criteria for critical hire – This position is necessary for maintaining critical threshold of educational and support services and will provide essential operations, and provide supervision of the newly established Veterans Resource Center. • Current status – A general counselor is reassigned .5 FTE to the veteran student population. The impact to the counseling department has been tremendous. Because the department had to assign a general counselor to work with the veterans, this caused a work load for all counseling faculty. • Budget Impact – This position is funded in current year unrestricted general fund. (1 FTE)
DS	Facilities Planning Assistant CL-pending	<ul style="list-style-type: none"> • What will position do? –This position will perform a wide variety of specialized and responsible secretarial and administrative duties to relieve the administrator of administrative detail, facilitate electronic and electrical maintenance operations; facilitate the Facilities Planning and Development department, assist the Director in the planning, organizing and preparation of submittals for capital construction projects, the Five-Year Capital construction Plan, Long Range Maintenance Plan, Deferred maintenance, Hazardous Substance Removal, and other state funded programs; and solicity input from the colleges and District Services regarding these functions. • Staffing plan criteria for critical hire - <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status – this position has been vacant since October 2009 due to a retirement. All clerical and support functions of the department have been performed by Director since that time. • Budget Impact – Funded by restructured positions. This position will be included in the 2013-14 budget.
DS	Public Safety Dispatcher CL-00373	<ul style="list-style-type: none"> • What will position do? –Answer phones, dispatch calls, coordinate emergency response with outside agencies. • Staffing plan criteria for critical hire - <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status – Position is vacant due to resignation effective 2/8/13. Currently District Services is recruiting for another vacant dispatcher position and would like to select a candidate from the same pool. • Budget Impact – Position is included in current budget.
DS	Confidential Administrative Secretary, Sr. CO-00033	<ul style="list-style-type: none"> • What will position do? –Administrative support to Associate Vice Chancellor Human Resources • Staffing plan criteria for critical hire - <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status – There is currently no confidential administrative support in the HR division. Duties are currently being performed by various staff members. • Budget Impact – Position will be included in the 2013-14 budget.

DS	Associate Vice Chancellor of Advancement and Communication MG-00124	<ul style="list-style-type: none"> • What will position do? –This position will lead districtwide advancement and communications, including serving in the role of chief Executive Officer of the FGCC, managing the District’s relationship with the GCCCD auxiliary, and coordinating all communications and public information activities for the District. • Staffing plan criteria for critical hire - <ul style="list-style-type: none"> ○ Critical threshold of educational or support services ○ Essential operations and supervision • Current status – New position approved by Governing Board on February 19, 2013. • Budget Impact – Funded as part of District Services restructure, this position will be included in the 2013-14 budget.
DS	Intermediate Buyer CL-00452	<ul style="list-style-type: none"> • What will position do? –. This position is responsible for 1/3 of the purchase requisitions entered by staff Districtwide. • Staffing plan criteria for critical hire - <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status –Position was approved for recruitment in November 2011, but was delayed due to budget reduction. With the passage of Prop V this position is essential to fulfill the needs of the increased workload of the purchasing department. • Budget Impact – Position funded by previously approved frozen position and will be included in the 2013-14 budget.