

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

April 8, 2013

Site	Position	Rationale
GC	Executive/Senior Dean, College Planning and Institutional Effectiveness MG-xxxxx	<ul style="list-style-type: none"> • What will position do? – This position will oversee all aspects of college planning and its link to district-wide planning. This position will plan, organize, and direct operations and activities involved in the review, analysis, interpretation, and reporting of a variety of data and information used in assessing the institution’s effectiveness. This position will also support and assist with college planning, accreditation, decision making, program review, student learning and service outcomes and determining implications of college practices, policies, measures and procedures. • Staffing plan criteria for critical hire – This position provides a critical threshold of educational and support services, and essential operations and supervision. • Current status – Reorganization of the vacant Associate Dean position. • Budget Impact – This position is funded through general funds and is not currently in the Adopted Budget.
GC	Director, College and Community Relations MG-00073	<ul style="list-style-type: none"> • What will position do? – This position will direct and implement public, media, college internal communications and community relations. This position also supports enrollment management and college events through marketing activities. • Staff plan criteria for critical hire – This position provides a critical threshold of educational and support services, and essential operations and supervision. • Current status – Position has been vacant since 2008 and was filled through contract help. • Budget Impact – This position is funded through general funds and is in the Adopted Budget.
DS	Research Analyst (1 FTE) CL-00329	<ul style="list-style-type: none"> • What will position do? - The research analyst assists in the design, implementation, analysis, and report preparation and dissemination of findings related to statistical, demographic and empirical studies used in all District needs and programs, including matriculation, accreditation, assessment, student success, retention and persistence, and other issues of institutional effectiveness. In addition, the research analyst works to maintain data integrity and provides support for state and federal reporting requirements. • Staffing plan criteria for critical hire – This position is necessary for maintaining a critical threshold of educational and support services. As the District addresses recommendations from the Student Success Task Force, new state and federal regulations as well as accreditation standards, demand for research and data increasingly will impact the resources of the Office of Research, Planning, and Institutional Effectiveness. In addition, the District is at a critical stage in bringing a new data warehouse online; the Office of Research, Planning, and Institutional Effectiveness must provide significant resources in developing the database, documenting data elements, creating new electronic reports, and ensuring data integrity. Filling the vacant research analyst position will allow the Office to provide continuing and necessary support for the colleges and the District leadership team while improving research capacity through technology. • Current status – The research analyst position was vacated in December 2012 due to resignation. • Budget Impact – This position is funded in the current year unrestricted general fund.

DS	Public Safety Officer (1 FTE) CL-00219	<ul style="list-style-type: none"> • What will position do? – Provide for the protection of life and property, observe safety, fire, health hazards and respond to calls for service. Work cooperatively with local law enforcement and fire departments in disaster/emergency procedures for critical incidents and emergencies. Enforce District Parking Regulations. • Staffing plan criteria for critical hire: <ul style="list-style-type: none"> ○ Health and safety priorities ○ Critical threshold of educational or support services • Current status – Vacancy created by resignation • Budget Impact – Funds are included in the budget
DS	Public Safety Security Assistant (3 FTE) CL-00352 CL-xxxxx CL-xxxxx	<ul style="list-style-type: none"> • What will position do? – Provide for the protection of District property; provide vehicle and foot patrol of campus roads, walkways, parking lots, and buildings; guard against intrusion, theft and vandalism; make oral and written reports of any hazardous conditions affecting the security of District buildings and grounds. • Staffing plan criteria for critical hire: <ul style="list-style-type: none"> ○ Health and safety priorities ○ Critical threshold of educational or support services • Current status – One position has been vacant several months due to a resignation; the other two positions are new positions pending Board consideration on 4/16/2013). Currently, services are partially covered by an outside service. • Budget Impact – Funds are included in the budget