GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY
May 13, 2013

Site	Position	Rationale
CC	Business Services Specialist (1FTE) CL-00534	• **What will position do?** – The Business Services Specialist will facilitate all incoming campus business mail, log, sort and monitor fiscal forms, make travel arrangements, liaison with Sodexo for catering billing, process budget transfers, and perform other related business services functions. This position will also be responsible for answering all incoming calls to the college, maintain all phones and voicemails on campus and facilitate phone repairs, maintain campus directories, and facilitate and maintain all keys for the campus. This is the only full-time position in the department to service all of Cuyamaca campus. • **Staffing plan criteria for critical hire** – This position is necessary for maintaining the critical threshold of educational and support services. • **Current status** – Out-of-Class assignment ended February 1, 2013. • **Budget Impact** – This position is funded in the current year unrestricted general fund.

DS	Public Safety Operations Assistant CL-00096	• **What will position do?** - Position is responsible for a variety of clerical duties in support of Public Safety Service, including maintaining time sheets and employee records, preparing training documents and recording training for Public Safety personnel, maintaining budget records and preparing budget transfers, and preparing agendas and documents for meetings.
		• **Staffing plan criteria for critical hire** -
		  o Critical threshold of educational or support services
		  o Essential operations and supervision
		Position is critical to meet the needs of providing office administrative functions including record keeping of internal information (i.e., business operations, confidential management support and records of official investigations) and to maintain and provide accessibility to accurate and timely records.
		• **Current status** - Position is vacant due to resignation
		• **Budget Impact** – Position is included in the budget.

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