

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

June 17, 2013

Site	Position	Rationale
DS	Clerical Assistant CL-pending Information Systems	<ul style="list-style-type: none"> • What will position do? – Provide clerical support for the IS department including scheduling and operational support for Colleague, Web Advisor, Blackboard, maintenance for network, email, servers, IFAS, Colleague, web site and other systems. • Staffing plan criteria for critical hire - <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status - Some services are being provided by other staff in the department in addition to their regular assignments, many are not being performed. • Budget Impact – Position will be included in Adoption Budget.
DS	Financial Analyst CL-00271 Budget & Administrative Svcs.	<ul style="list-style-type: none"> • What will position do? – Manage cash flow, project cash needs, analysis of various accounting reports and external comparative data including FTES, and 311 data. Provide information regarding budget expenditure amounts and year-end projections to District and college administrative staff. Assist in the development and administration of the site budgets, develop accounting and budget data for reporting to various federal, state and county agencies, and coordinate annual District audits. • Staffing plan criteria for critical hire - <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status – Has been vacant since November 2009. Some duties have been covered by AVC during tight budget years, however many critical functions have been delayed or not completed. • Budget Impact - Position will be included in Adoption Budget.
DS	Contract Specialist CL-00441 Purchasing and Contracts	<ul style="list-style-type: none"> • What will position do? - Process all contracts and some purchase orders totaling approximately 20% of the total workload in the department. Process all non-Gafcon bids for public works. Handle donation process and RATS document for Board submission. • Staffing plan criteria for critical hire – <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status - Vacant due to retirement. • Budget Impact - Position is included in budget.
CC	CTE-Dean MG-xxxx	<ul style="list-style-type: none"> • What will position do? – Position will consolidate all of the Career & Technical Education (CTE) programs under one division headed by a CTE specialist. Creation of this position will allow for more equitable re-distribution of dean responsibilities throughout the college’s instructional structure. • Staffing plan criteria for critical hire – <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status – New position. • Budget Impact – Position will be included in the Adoption budget.

CC	Administrative Assistant CO-00015 President's Office	<ul style="list-style-type: none"> • What will position do? – Position will perform a variety of complex functions and will provide overall administrative support to the College President. • Staffing plan criteria for critical hire – <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Current status - Vacant due to employee request for transfer. • Budget Impact - Position is included in budget.
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