

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

July 15, 2013

Site	Position	Rationale
GC	Student Services Specialist CL-00238	<ul style="list-style-type: none"> • What will position do? – This position handles confidential disability verifications, manages schedules for counselors via SARS, sets up student appointments when disability verifications come in, and assists in the DSPS testing center when needed. • Staffing plan criteria for critical hire – This position has a legal mandate to provide ADA accommodations to DSPS. • Current status – Position was previously filled by STEs. • Budget Impact – Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
GC	Student Services Assistant (test proctor) New	<ul style="list-style-type: none"> • What will position do? – This person helps oversee the operations in the DSPS Testing Center used by DSPS students who are legally authorized to receive test accommodations on the basis of their verified disabilities. • Staff plan criteria for critical hire – There is a legal mandate to provide ADA accommodations • Current status – Position was previously filled by STEs. • Budget Impact – Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
GC	Athletic Technician CL- 00361	<ul style="list-style-type: none"> • What will position do? – This position is responsible for fitting all athletic protective gear, including football helmets. The other key component is the monitoring and maintenance of over a hundred thousand dollars of the College’s athletic equipment. • Staff plan criteria for critical hire – This position provides health and safety of student athletes and safety of equipment. • Current status – Position was previously filled by STE. • Budget Impact – Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
GC	College Cashier CL-00278	<ul style="list-style-type: none"> • What will position do? – The sole College Cashier at GC is responsible for organizing, directing and coordinating the accounting functions of student registration activities at the college; collecting college fees and other District receivables; depositing District monies; maintaining financial records and journals, internal controls; and enforcing business practices in the handling, recording and depositing payments. • Staff plan criteria for critical hire – This position provides a critical threshold of service to students. • Current status – Currently filled by out of class assignment. • Budget Impact – Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
GC	Instructional Lab Assistant Senior (Culinary Arts) New	<ul style="list-style-type: none"> • What will position do? – This position supports Culinary Arts by food purchasing for quality and quantity at best price, food budget control, and maintains protocols for sanitation, safety, equipment maintenance, executing basic culinary and pastry skills. This person assists the chef instructors in planning their needs in food orders, office supplies, etc. • Staff plan criteria for critical hire – This position is needed for health and safety and food sanitation mandates. • Current status – Position was previously filled by STE’s. • Budget Impact – Position is funded through general funds and will be included in the 2013-14 Adoption Budget.

GC	Computer Help Desk Specialist New	<ul style="list-style-type: none"> • What will position do? – ICS supervisor serves as the Help Desk for faculty and some student requests, mainly around Blackboard. This position is a front line responder to the Help Desk. The main function would be to answer calls on the Help Desk and when needed, go out to faculty offices and labs to troubleshoot daily problems. • Staff plan criteria for critical hire – This position provides a critical threshold of service to faculty and students. • Current status – Position was previously filled by a STE and student hourlies. • Budget Impact – Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
GC	Multi Media Technician (Evening) New	<ul style="list-style-type: none"> • What will position do? – This position will cover the Media Desk during the evening hours as well as assist with the Interlibrary Loan duties during the afternoon hours, including processing for quick delivery of materials. This position would also perform the Courier Service, which involves transporting the requested Interlibrary Loan materials between Cuyamaca College and SDSU. This position will also support faculty and staff with various web-based requests that continue to increase. • Staff plan criteria for critical hire – This position provides a critical threshold of service to students. • Current status – Position was funded by out of class assignment, short term and student hourlies. • Budget Impact – Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
GC	Music Technician New	<ul style="list-style-type: none"> • What will position do? – Responsible for the care and maintenance of the department’s piano collection; maintains accurate inventory of musical instruments and equipment to ensure the safe storage and retention of the equipment; coordinates performance schedules and transportation of equipment to on and off campus events; and process contracts with outside venues for all performing musical groups. • Staff plan criteria for critical hire – This position provides a critical threshold of service. • Current status – Position was filled by STEs and student hourlies. • Budget Impact – Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
GC	Custodian CL- 00091	<ul style="list-style-type: none"> • What will position do? – The Custodian is responsible for securing and maintaining the cleanliness of campus facilities, classrooms and restrooms as well as setting up over 500 school and community events that are held on campus. The custodial department is currently down 5 full time custodial positions. The department also has another position that has been out on long term leave for most of the school year. • Staff plan criteria for critical hire – This position provides a critical threshold of service and meets health and safety needs. • Current status – Position became vacant on 12/2012 due to a retirement. • Budget Impact – Position is funded through general funds and will be included in the 2013-14 Adoption Budget.

GC	Health Services Nurse CL-00494	<ul style="list-style-type: none"> • What will position do? – The Health Services Nurse provides health services to approximately 20,000 students with inoculations and exams. The position responds to medical and mental health emergency situations on campus and will be available for immediate triage care to students on a daily basis. The office is currently staffed by one Nurse supervisor. • Staff plan criteria for critical hire – This position provides a critical threshold of service to students and meets health and safety needs. • Current status – Position became vacant based on a change of position status in the Health and Services office. • Budget Impact – Position is funded through restricted funds and will be included in the 2013-14 Adopted Budget.
CC	Sr. Grounds Maintenance Worker (1 FTE) CL - 00178	<ul style="list-style-type: none"> • What will position do? – Maintains landscaping, water conservation, mulching, weed remediation, concrete repairs, mowing, maintenance grounds equipment, and pesticide and herbicide application • Staffing plan criteria for critical hire –Necessary for maintaining critical threshold of educational and support services. • Current status – Recently vacated due to the staff accepting position as an Ornamental Horticulture Technician. • Budget Impact – Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
CC	Student Health Services Health Services Nurse CL-00308	<ul style="list-style-type: none"> • What will position do? – Provides nursing care on campus; assists with emergency medical situations that arise; acts as first responder; assesses medical situations and makes determinations as to state of need; helps with record-keeping and reporting; helps with educating the campus community (employees, students) about health matters through health fairs, staff development and one-on-one discussions; conducts TB tests for employees and health screening evaluations. • Staffing plan criteria for critical hire - Necessary for health and safety operations of the College. This position is necessary for maintaining critical threshold of educational and support services and essential operations and supervision. • Current status - Position has been vacant for several years. The Health Center has been using hourly nurses to staff the office, but they can no longer hire the hourly nurses under the new guidelines, which leaves the College with only one full-time nurse. In addition, the size of the College has increased since the time of the vacancy, and the office is in desperate need of another full-time nurse. Warrants an increase from .475 to 1.0 FTE. • Budget Impact – Position is funded through general funds and will be included in the 2013-14 Adoption Budget.

CC	CalWORKs Clerical Assistant CL-00471	<ul style="list-style-type: none"> • What will position do? – Provides support to the CalWORKs Office, which serves approximately 800 students. The individual in this position works at the front counter to meet students. Typical responsibilities include the scheduling of counselor appointments, answering the telephone, making copies, tracking CalWORKs students on a database for reporting purposes, and a variety of other clerical tasks. • 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 has been filled for approximately 5 years by an individual on a .475 FTE contract. At the time the individual was first hired, the number of students in the CalWORKs program was approximately 200. However, the size of the program has increased significantly, and now warrants an increase from .475 to 1.0 FTE. • Budget Impact - Position is funded through restricted funds and will be included in the 2013-14 Adoption Budget.
CC	Biology Technician New (1 FTE)	<ul style="list-style-type: none"> • What will position do? – Essential instructional support for the Biology department which includes setting up Biology labs, assisting instructors, organize and maintain equipment. • Staffing plan criteria for critical hire - Necessary for maintaining critical threshold of educational and support services and essential operations and supervision. • Current status – Position was previously filled by STEs. • Budget Impact - Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
CC	Chemistry Technician New (1 FTE)	<ul style="list-style-type: none"> • What will position do? – Essential instructional support for the Chemistry department which includes setting up Biology Labs, assisting instructors, organize and maintain equipment. • Staffing plan criteria for critical hire - Necessary for maintaining critical threshold of educational and support services and essential operations and supervision. • Current status – Position was previously filled by STEs. • Budget Impact - Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
CC	Custodian New (1FTE)	<ul style="list-style-type: none"> • What will the position do? - Day custodial duties, event set ups, direct workload of student hourly positions. Maintain adequate sanitary conditions in all restrooms campus wide. • Staffing plan criteria for critical hire - Necessary for maintaining critical threshold of educational and support services and essential operations and supervision. • Current status – Position was previously filled by STEs. • Budget Impact - Position is funded through general funds and will be included in the 2013-14 Adoption Budget.
CC	Administrative Assistant III, Library (1 FTE)	<ul style="list-style-type: none"> • What will position do? - Provides support to Dean of Instruction, Learning and Technology Resources. • Staffing plan criteria for critical hire - Necessary for maintaining critical threshold of educational and support services and essential operations and supervision. • Current status - Position is currently filled with a part-time contract employee working out of class • Budget Impact - Position is funded through general funds and will be included in the 2013-14 Adoption Budget.

*Positions in “**bold**” are positions that were identified by the District wide Hourly Classified Staffing Task Force