

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

1/13/2014

Site	Position	Rationale
GC	Student Services Assistant (DSPS) CL-00583	<ul style="list-style-type: none"> • What will position do? - Provide a wide variety of information and assistance to students with verifiable disabilities within the DSPS area. Position additionally provides work direction and guidance to student workers. • Staffing plan criteria for critical hire – This position is important for meeting state and federal mandates to provide educational accommodations to students with verifiable disabilities. This position is essential to maintaining a Testing Center that is used by DSP&S students who are legally authorized to receive test accommodations on the basis of their verified disabilities. • Current status – This position is vacant due to promotion of the incumbent. • Budget Impact – Position is in the Adopted Budget and funded utilizing restricted categorical funds.
CC	Tutoring Coordinator CL-00217	<ul style="list-style-type: none"> • What will position do? – This position is responsible for the following: Organize and coordinate the day-to-day operations of the assigned area and provide direction to the hourly personnel and student workers as assigned; prepare weekly schedules for tutors and the master schedule for the semester. Assist in recruiting, interviewing, evaluating, hiring and training of part-time tutors and clerical workers; prepare employment forms; monitor hours and schedules to ensure center coverage. Run computer programs; prepare and maintain records, files, and reports related to the tutorial assistance program; prepare and monitor the program budget. • Staffing plan criteria for critical hire - This position is essential for accreditation requirements, is a critical threshold of educational and support services and health and safety priorities. • Current status – This position is vacant due to resignation as of January 3, 2014. • Budget Impact – This position is included in the 2013-2014 adopted budget.
CC	Business Services Specialist CL-XXXXX (.475FTE)	<ul style="list-style-type: none"> • What will position do? – This position will perform duties such as; reviewing and processing all District fiscal forms, maintain a variety of financial records, logs, reports and files, assist departments with purchase orders, assist in issuing/maintaining all keys on campus, assist with answering Switchboard phones lines, maintain computerized directory, and submit phone tasks. • Staffing plan criteria for critical hire – This position is necessary for maintaining a critical threshold of educational and support services. • Current status – This position was vacated due to resignation as of September 5, 2013. • Budget Impact – This position is included in the 2013-2014 adopted budget.
CC	Sociology Instructor IN-00186 (1 FTE)	<ul style="list-style-type: none"> • What will position do? – This position will perform all duties of full-time instructional faculty in Sociology. There is currently no full-time faculty in the Sociology discipline. • Staffing plan criteria for critical hire - This position is necessary for maintaining a critical threshold of educational and support services, and for expanding the course offerings in a core academic discipline. • Current status – This position was vacated in 2009 when the previous contract instructor failed to earn tenure. • Budget Impact – This position will be included in the 2014-2015 adopted budget.

DS	Associate Director of Computer Services Information Systems MG-xxxx (1 FTE)	<ul style="list-style-type: none"> • What will position do? – The position will provide management and leadership to the Computer Services area and staff, including computer operations, Help Desk, user support, installation, configuration, troubleshooting and repair of computer systems and peripheral hardware and software. • Staffing plan criteria for critical hire - This hire is essential to the operations of the Information Systems department. • Current status – Restructure of Information Systems department to better serve the current and increasing demand for technology services and support, and improved services to students. • Budget Impact – 2013/2014 mid-year hire will be funded through current budget, then the position will be included in the 2014/2015 Adoption Budget.
DS	Associate Director Technical Services Information Services MG-xxxx (1 FTE)	<ul style="list-style-type: none"> • What will position do? – This position will provide management and leadership to the Technical Services area and staff, including network and telephone administration, systems administration, database/web administration, server administration, and instructional and administrative Districtwide infrastructure technologies. • Staffing plan criteria for critical hire - This hire is essential to the operations of the Information Systems department. • Current status – Restructure of Information Systems department to better serve the current and increasing demand for technology services and support, and improved services to students. • Budget Impact – 2013/2014 mid-year hire will be funded through current budget, then the position will be included in the 2014/2015 Adoption Budget.
DS	Warehouse Assistant #CL-00269 District Warehouse	<ul style="list-style-type: none"> • What will position do? – Receives trucks, delivers mail and packages around Grossmont, Cuyamaca and the District. Rotates driving assignments and picks up surplus. • Staffing plan criteria for critical hire – This hire is essential to the operations of the District Warehouse. • Current status – Resignation as of January 3rd, 2014 • Budget Impact – This position is included in the 2013-2014 adopted budget.