

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

May 12, 2014

Site	Position	Rationale
GC	Stagecraft Technician IA-00015	<ul style="list-style-type: none"> • What will position do? - This position performs a variety of technical and specialized duties for the safe and orderly preparation, operation and maintenance of the Theater Arts Scene shop/laboratory (21-246) and related areas; operate and demonstrate the use of specialized equipment and instructional material; provide information and technical assistance to faculty and students in the production of theatrical scenery. Necessary skills required are: drafting skills, carpentry and metal working skills for theater set construction. • Staffing plan criteria for critical hire - This position provides necessary coordination of health and safety protocols and mandates from OSHA, Cal-OSHA, State and Local Fire Codes, Air Pollution Control Regulations and Hazardous Material Handling and Waste for the Theatre Arts Department. This position also provides the critical threshold of support for Technical Theatre Students as they develop necessary workplace skills. • Current status – Retirement announced, vacant 6/30/14 • Budget Impact - The position is funded in the 2013/14 adopted budget.
GC	Student Services Assistant CL-00465	<ul style="list-style-type: none"> • What will position do? - The employee in this position provides a wide variety of information and assistance to students and staff regarding educational accommodations and services relative to each student’s disability. In particular, it is responsible for receiving and processing the confidential medical information that students must provide as the first step in qualifying for DSPS services and accommodations. Given the highly confidential nature of this information, the in-take cannot be performed appropriately by part-time or student-worker staff. • Staffing plan criteria for critical hire - Filling the currently vacant, full-time Student Services Assistant position will allow the college to meet legal mandates inherent in the DSPS program. Specifically, the services DSPS provides are mandated by Title V of the California Education Code, by Section 504 of the Rehabilitation Act of 1973, and by the Americans with Disabilities Act of 1990 (as amended). These regulations mandate equal access to educational institutions by students with disabilities. Filling this position will allow DSPS to keep pace with its current population of 1728 students (unduplicated head count). A significant number of these student contacts involve interfacing with other student services and instructional departments as well as with the variety of outside agencies on which students with disabilities often rely. The student services assistant position will allow for better communication, consistency, and continuity than is possible when DSPS staffing needs are met by employing several part-time hourly student employees. It is not possible to develop and maintain an adequate knowledge base among staff members – or to maintain student confidentiality -- when discontinuous service is provided by part-time, temporary, student employees. • Current status - This position is vacant due to an internal promotion within the DSPS program at Grossmont College. • Budget Impact - This position is included in the current 2013/14 restricted DSPS budget.

<p>CC</p>	<p>Child Development Center (CDC) Technician CL-XXXXX 1.0 FTE</p>	<ul style="list-style-type: none"> • What will the position do? Under the direction of the assigned Child Development Center Coordinator (Supervisor), perform a variety of specialized duties related to the operation of the CD Center. The person in this position will qualify to temporarily replace the Coordinator (supervisor) when the Coordinator is away from the Center on business or leave. This position is an essential support service for operation of the Child Development Center and is necessary to maintain compliance with the Community Care Licensing (Title 22) and Title 5 requirements for a child development center. • Current status of position? <ul style="list-style-type: none"> ○ Requesting new position ○ Org Mod is in process • Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ul style="list-style-type: none"> ○ Legal mandates: Community Care Licensing (Title 22) and Title 5 regulations require qualified, appropriate level, staff be present at all times; this position will meet that requirement for time when the current supervisor (CDC Coordinator) is absent from the CDC meeting other regional and college obligations. ○ Critical threshold of educational or support services: Titles 5 and 22 have specific reporting requirements that must be conducted regularly and will be one of the duties of this position • Present a rationale that includes one or more of the following: Workload distribution is severely impacted by not filling this position; the current CDC Coordinator is the only legally-qualified staff, not working directly with the children, available to supervise the center. Without this position a CDC teacher would need to perform those supervisory duties when the Coordinator is fulfilling other regional and college obligations. The district mission statement is to “provide outstanding learning opportunities that prepare students to meet community needs and future challenges of a complex, global society”. Accepting this request for an organizational modification acknowledges that we are aware of future challenges and changing needs in our complex micro-society. In order for the Child Development Center to provide comprehensive child development and support services that integrate the Child Development Center and the support needed to the instructors and coordinators of this program reflects the district values of <i>Pursuit of Excellence and Continuous Improvement and Integrity</i> for this area of the college. • Budget Impact – <ul style="list-style-type: none"> ○ Included in current year budget
<p>CC</p>	<p>Life Sciences, Biological Sciences, Genomics, Bioinformatics & Biotechnology Technician IA-XXXXX 1.0 FTE</p>	<ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Coordinate and schedule laboratory use, participate in budget preparation and control and perform lead duties. ○ Coordinate with other science technicians to ensure the proper set up and turnaround of materials and equipment for all scheduled science labs. ○ Work with department faculty to develop, validate and implement unique experimental systems for student classes utilizing a wide variety of sophisticated analytical equipment such as High Performance Liquid Chromatography, Gas Chromatography, GC Mass Spec., Fourier Transform Infrared Spectroscopy, Atomic Absorption Spectroscopy, PCR Thermocyclers, DNA Sequencers Gel Electrophoresis equipment, Scanning Electron Microscope, Nuclear Magnetic Resonance Spectrophotometer, Real Time PCR, Western Blot, etc.

		<ul style="list-style-type: none"> ● Current status of position? <ul style="list-style-type: none"> ○ Requesting new position – conversion of former classified hourly position. ● Strategic Staffing Rationale <ul style="list-style-type: none"> ○ This position is necessary for maintaining a critical threshold of educational and support services ● Present a rationale that includes one or more of the following: <ol style="list-style-type: none"> 1. What impact will the position (or not filling the position) have on workload distribution within the work unit? Our discipline should operate from 7 AM to 11 PM, Monday through Thursday and from 7 AM to 5 PM on Friday. We currently have limited night laboratory classes because of funding that was deleted so we have no help at night. Consequently, we have eliminated most of our night schedule of classes because we cannot afford to have these classes operating without a responsible full-time technician present. 2. Is there other information that should be considered when analyzing and evaluating this request? This position, along with another technician position for the Biological Sciences, is listed on the MOU between the District and CSEA as a position that will be filled in the 2013-14 academic year. ● Budget Impact – This position will be included in the 2014-2015 budget.
DS	Warehouse Supervisor #SU-00015 District Warehouse	<ul style="list-style-type: none"> ● What will position do? – Oversee and supervise all aspects of the centralized receiving function, which includes receiving trucks, delivering mail and packages around Grossmont, Cuyamaca and the District. Assigns and rotates driving assignments both inside and outside of the District boundaries and picks up surplus. Responsible for tagging and recording of fixed assets and Stores, both of which include physical inventory responsibilities. ● Staffing plan criteria for critical hire – This hire is essential to the operations of the District Warehouse. ● Current status – Retirement scheduled for August 3rd, 2014 ● Budget Impact – This position is included in the 2014-2015 budget planning cycle.
DS	Inventory Control Technician #CL-00214 District Warehouse	<ul style="list-style-type: none"> ● What will position do? – Responsible for all aspects of fixed assets for the District. This includes tagging, engraving and entering data into IFAS for all fixed assets purchased for or donated to the District. Performs room inventories on a regular basis to track fixed assets. Prop “R” funds provided for a large increase in the fixed asset equipment purchased by the District and Prop “V” funds will again increase the equipment purchases. It is essential that this function is performed to keep accurate track of these purchases. Provide direct assistance during audit review. ● Staffing plan criteria for critical hire – This hire is essential to the operations of the District Warehouse. ● Current status – Position exists but has been frozen for quite some time due to budget constraints. Services, including on-going physical inventories, were significantly reduced during staff reductions. ● Budget Impact – This position will be included in the 2014-2015 budget planning cycle
DS	Campus and Parking Services Specialist #CL-xxxx Campus and Parking Services (CAPS)	<ul style="list-style-type: none"> ● What will position do? – The position will provide vehicle and foot patrol of campus, respond to calls for service, such as traffic control, unlocking rooms and offices, minor automobile assistance, provide parking and traffic control services including issuing parking citations, provide escorts to faculty, staff and students, observe and report acts of vandalism, thefts, unusual behavior and

	Department	<p>intrusions to buildings, property and adjacent areas to district police or local law enforcement.</p> <ul style="list-style-type: none"> • Strategic plan criteria for critical hire – This position is essential to the operations of the CAPS department to provide parking enforcement and customer services on the college campuses. • Current status of position? – New position to augment initial staffing proposed in Public Safety transition to ensure that we have adequate staff available for 24/7 coverage, and to allow us to discontinue the security service contract that is currently used to provide coverage. • 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.
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