

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

June 10, 2014

Date

Site	Position	Justification
GC	Biology Technician (evening shift)  Position #IA-00022 (31)	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> <ul style="list-style-type: none"> <li>○ Prep evening and next morning biology labs and lectures</li> <li>○ Order and manage lab materials and equipment</li> <li>○ Train and provide work direction to student and hourly workers as assigned; assist in coordinating laboratory duties and assignments</li> <li>○ Oversee the Anatomy Learning Center and Microbiology Open Lab</li> </ul> </li> <li>• <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ Will be vacant as of July 31<sup>st</sup> due to a resignation.</li> </ul> </li> <li>• <b>Strategic Staffing Rationale</b>  <i>Critical threshold of educational or support services</i> <ul style="list-style-type: none"> <li>○ In the absence of the position, the afternoon and evening hours for the Anatomy Learning Center and Microbiology Open Lab will be curtailed negatively impacting student success. Ordering will have to be added to someone else's FT job. The inability to fill this position would impact the quality of education in the evening sections, support for adjunct faculty, and access and success for students.</li> <li>○ All transfer students and those preparing for health careers will experience severe reductions in access and success.</li> </ul> </li> <li>• <b>Budget Impact</b>                      Included in current payroll or budget (1380202-2110)                 </li> </ul>
GC	Bookseller CL-00212	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b>                      This position is funded by Barnes &amp; Noble. 2011 online sales compared to 2012 online sales increased 15%. This position will assist in collecting and bundling the growling online orders and assists in stocking and providing additional assistance on the sales floor to meet student needs.</li> <li>• <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ The position was vacated in 2012 due to a promotion.</li> </ul> </li> <li>• <b>Strategic Staffing Rationale</b>                      This position is needed to meet a critical threshold of educational and support services.</li> <li>• <b>Budget Impact –</b> <ul style="list-style-type: none"> <li>○ This position is included in the restricted 14/15 budget</li> </ul> </li> </ul>

GC	<p>Counselor CN-00001</p> <p>Counseling Services</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> This full-time position will provide initial and long-term individual and group education planning to new, continuing and returning students based on their Math, English and ESL assessment results and their career goals. This service will, for the first time, be a heavily-weighted element in the college's funding through the state Student Success and Support Program (SSSP) funding formula. The position will also provide group orientations, provide personal and crisis counseling, and participate in off-campus outreach services.</li> <li>• <b>Current status of position?</b> This position will become vacant June 30, 2014, with the resignation of the incumbent.</li> <li>• <b>Strategic Staffing Rationale.</b> The counselor position is central to the college's ability to fully implement the Student Success and Support Program (SSSP) and the Student Equity plan and their collegewide goals for access, basic skills course completion, overall course completion, degree and certificate completion, and transfer. The Counseling Department is seriously understaffed because of retirements and other departures over the past five years; even with this Strategic Hire Request, the college will be at the bottom of the San Diego region's community colleges in terms of its students-to-staffing ratio (per the state Report Card data).</li> <li>• <b>Budget Impact.</b> This position is funded and included in the current payroll budget forecast for 2014-15 (partially).</li> </ul>
GC	<p>Financial Aid Supervisor SU-00032</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> This position coordinates the technical and professional day-to-day operations of the Financial Aid Department; assists with the planning and operational organization of federal, state and local financial aid programs; trains, directs and evaluates Financial Aid personnel; analyzes and resolves complex financial aid cases and maintains program integrity and regulatory compliance.</li> <li>• <b>Current status of position?</b> Vacant due to Retirement effective June 30, 2014.</li> <li>• <b>Strategic Staffing Rationale</b> This position is required to provide appropriate supervisory levels over multiple staff that process legally mandated functions that are highly complex in nature. It also helps maintain a critical threshold of educational support services at a time when Financial Aid applications and students served continue to increase. Furthermore, this position provides essential supervision over areas conducting complex work.</li> <li>• <b>Budget Impact –</b> This position is included in the 13/14 general fund.</li> </ul>

GC	Financial Aid Technician  New position	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b>            This position will help bring Financial Aid into full compliance with reconciliation of the Cal grant and Pell grant programs. This position will help streamline the award and packaging process allowing financial aid to get award notifications to students in a more efficient manner. The volume of work has increased 112% in applicants, a 76% increase in Pell Grant recipients, and a 42% increase in overall financial aid recipients from 2008/09 through 2012/13. The most recent program review in 2013 identified the need for this position.</li> <li>• <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ New position funded through restricted dollars.</li> </ul> </li> <li>• <b>Strategic Staffing Rationale</b>            This position is needed to meet a critical threshold of educational or support services.</li> <li>• <b>Budget Impact –</b> <ul style="list-style-type: none"> <li>○ This position is included in the restricted 14/15 budget</li> </ul> </li> </ul>
GC	Health Professions Specialist, Respiratory Therapy, Orthopedic Technology, and EKG  CL-00075	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b>            This position serves one of the largest programs in the division (Respiratory Therapy, Orthopedic Technology and EKG) and is mandated by two accrediting bodies. This position was vacated in 2009 and since it is a required position, was filled with VTEA funds.</li> <li>• <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ This position was vacated in 2009.</li> </ul> </li> <li>• <b>Strategic Staffing Rationale</b>            This position is required by two accrediting bodies.</li> <li>• <b>Budget Impact –</b> <ul style="list-style-type: none"> <li>○ This position is included in the restricted 14/15 budget</li> </ul> </li> </ul>
GC	Health Services Nurse  New position	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b>            This position is funded by student health fees and provides direct nursing, urgent and preventative care, and consults with other health care providers. The nurse responds to injuries, medical needs and mental health situations on campus, in the classroom and in Health Services. This position will allow for the extension of hours and services to students.</li> <li>• <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ New position funded through student health fees.</li> </ul> </li> <li>• <b>Strategic Staffing Rationale</b>            This position must meet health and safety priorities and meet a critical threshold of education and support services.</li> <li>• <b>Budget Impact –</b> <ul style="list-style-type: none"> <li>○ This position is included in the restricted 14/15 budget</li> </ul> </li> </ul>

GC	Program Specialist – EOPS CL-00509	<ul style="list-style-type: none"> <li>● <b>What will the position do?</b> Performs a variety of highly complex and technical paraprofessional EOPS/CARE duties; compiles and prepares statistical and other reports and records as required by EOPS/CARE and the State Chancellor’s Office; provides technical assistance and information to students regarding records, financial aid, book accounts, registration, EOPS, graduation, transfer and selected major requirements.</li> <li>● <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ This position was vacated in 2009.</li> </ul> </li> <li>● <b>Strategic Staffing Rationale</b> This position is needed to meet a critical threshold of educational and support services.</li> <li>● <b>Budget Impact –</b> <ul style="list-style-type: none"> <li>○ This position is included in the restricted 14/15 budget</li> </ul> </li> </ul>
DS	Sr. Director - Facilities Planning, Development & Maintenance MG-00055  Facilities Department	<ul style="list-style-type: none"> <li>● <b>What will the position do?</b> Lead Districtwide facilities planning functions, including long-range facilities planning and all capital outlay construction and renovation projects at the colleges and District offices. Responsible for all State facilities planning and reporting, including college-level facilities. In addition, direct the facilities maintenance functions for the District and provide oversight of all college projects.</li> <li>● <b>Current status of position?</b> Position vacant due to retirement.</li> <li>● <b>Strategic Staffing Rationale:</b> This position is essential to the operations of the Facilities Planning, Development &amp; Maintenance department, and fulfills a critical threshold of support services to the colleges and District. The position also provides essential supervision Electronics staff and other support staff.</li> <li>● <b>Budget Impact:</b> This position is included in the current Adoption Budget.</li> </ul>
DS	Administrative Secretary, Sr. CO-00031  Advancement & Communications	<ul style="list-style-type: none"> <li>● <b>What will the position do?</b> Provide complex secretarial and administrative support to the Associate Vice Chancellor-Advancement &amp; Communications and other department staff;</li> <li>● <b>Current status of position?</b> Position is currently vacant.</li> <li>● <b>Strategic Staffing Rationale:</b> The position is essential to the operations of the Advancement &amp; Communications Department, and also provides administrative support services to the Associate Vice Chancellor who also serves as the CEO of the Foundation for Grossmont &amp; Cuyamaca Colleges and oversight of the GCCCD Auxiliary.</li> <li>● <b>Budget Impact:</b> Position will be included in the 2014/2015 Adoption Budget.</li> </ul>

DS	Sr. Recruiter CL-00028  Human Resources	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> This position assists interview committee chairs with the recruitment process for managers and faculty.</li> <li>• <b>Current status of position?</b> Vacant due to resignation.</li> <li>• <b>Strategic Staffing Rationale:</b> This position provides a critical threshold of support services. It is imperative that we continue to serve our customers by assisting in the hiring of management and faculty positions. Our recruiters lead interview committees through the development of selection criteria and interview questions, administer applicant tests, ensure applicants meet the minimum qualifications (accreditation standards), advise regarding advertising sources and assist with overall candidate management. We currently have multiple positions in various stages of the recruitment process and cannot delay the recruitment of this position.</li> <li>• <b>Budget Impact:</b> Included in current payroll budget</li> </ul>
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