

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

6/26/14

Date

Site	Position	Justification
GC	Position: Clerical Assistant, Sr. CL-00284 Department: Child Development Center (CDC)	<p>What will the position do? The Clerical Assistant, Sr. provides critical and specialized support to the CDC. This position handles:</p> <ul style="list-style-type: none"> ▪ all enrollment (based on multiple grant requirements) for incoming families ▪ documentation, data collection, filing, and reporting for CDC accreditation, grant, and licensure purposes ▪ audit support, such as for the CMR (contract monitoring review) process ▪ assistance with budget management, billing and invoicing for multiple funding sources ▪ attendance reporting ▪ most initial reception of the public, students, parents, and staff ▪ other usual clerical support duties <ul style="list-style-type: none"> • Current status of position? <ul style="list-style-type: none"> ○ Position will be vacant effective July 1, 2014 due to a resignation. • Strategic Staffing Rationale The CDC previously had two clerical assistants. The resignation of the only remaining clerical assistant will leave the CDC well below the critical threshold of support. Without the support this position provides, the CDC would be unable to maintain the complicated requirements of all of its current state and federal grants, special funding, licensure requirements and reimbursement sources. This would mean that General Funds would be needed to cover CDC costs. • Budget Impact – <ul style="list-style-type: none"> ○ Included in current payroll restricted budget - Gnl Child Care-NonInstl 1371597