

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

August 25, 2014

Site	Position	Justification
DS	Employee Relations Assistant #CL-00055 1.0 FTE Human Resources	<ul style="list-style-type: none"> • What will the position do? Tracking and coordination of all employee leaves, ergonomic consultations with vendors and ADA accommodations. Assist with staffing, insurance, health and safety as well as environmental operations. • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Will assist with meeting, Legal mandates, Accreditation requirements, Health and safety priorities, as well as a critical threshold of educational or support services. • Budget Impact – <ul style="list-style-type: none"> ○ Included in 2014/2015 Unrestricted General Fund budget ○ 1113001-2110 ○ Annual Salary - \$37,572