

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**CRITICAL HIRE/UNEXPECTED VACANCY**

**June 11, 2012**

<b>Site</b>	<b>Position</b>	<b>Rationale</b>
GC	Administrative Assistant I (CL-00522)	<ul style="list-style-type: none"><li>• This position provides a variety of secretarial and clerical support for the professional development center, including support for Faculty Professional Development Week (Flex Week) and a robust year-round professional development calendar for faculty, staff and administrators.</li><li>• This position meets the critical hire requirements in terms of a critical threshold of service, specifically in terms of coordinating Flex Week and tracking faculty participation during Flex Week.</li><li>• This position is vacant due to retirement.</li><li>• The salary is in the current budget and there will not be an additional impact.</li></ul>
GC	Administrative Assistant III, Campus Facilities (CL-00515)	<ul style="list-style-type: none"><li>• This position is the sole administrative assistant supporting the facilities, maintenance, operations and grounds departments. The position processes work orders, directs appropriate responses to critical or emergency issues on campus and also serves to triage multiple competing priorities.</li><li>• This position is essential in responding to and preventing health and safety concerns regarding sanitation, cleanliness and other matters impacting the learning environment or causing liability.</li><li>• The position is vacant as of 6/20/12 and has been covered by the administrative assistant for the Vice President of Administrative Services in addition to her regular duties.</li><li>• The salary is in the current budget and there will not be an additional impact.</li></ul>