

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

January 9, 2012

Site	Position	Rationale	
GC	Custodian CL-00088	<ul style="list-style-type: none"> • This custodial position assists with cleaning campus facilities, setting up special events • This position is critical to meet health and safety requirements and to provide essential operational support for an expanding physical plant. We have recently opened the remodeled and expanded Student and Administrative Services Building and Griffin Center Building and require sufficient custodial staff to maintain the newly expanded facilities. • This position will replace a custodian who retired December 2011 	
CC	Administrative Secretary IV CL-00517	<ul style="list-style-type: none"> • This position reports to the VP of Administrative Services to provided administrative support, to include but not limited to scheduling/calendaring, meeting preparation/minutes, prepare payroll, operational support, and other duties as assigned. • Position became vacant due to resignation on January 4, 2012. • The responsibility of this position is currently filled with an hourly assignment. • In current year budget, it is budget neutral. 	
CC	Instructional Lab Assistant, Intermediate (Music) IA-00117	<ul style="list-style-type: none"> • Monitors and maintains one or more instructional music laboratories and practice rooms, provides instructional assistance to students in the development of perceptive listening skills, and is responsible for the routine business transactions of the music department office. • Position became vacant due to resignation on January 4, 2012. • Sole person in office who performs this work. • In current year budget, it is budget neutral. 	

DS	Public Safety Operations Assistant CL-00096	<ul style="list-style-type: none"> • Position is responsible for a variety of clerical duties in support of Public Safety Service, including maintaining time sheets and employee records, preparing training documents and recording training for Public Safety personnel, maintaining budget records and preparing budget transfers, and preparing agendas and documents for meetings. • Position is critical to meet the needs of providing record keeping of internal information (i.e., business operations, confidential management support and records of official investigations) and to maintain and provide accessibility to accurate and timely records. • This position has been open since August of 2006, and all tasks have been completed by part time staff and the Director of Public Safety. • This position is currently not in 2011/12 AB, the department has been partially filling with hourly classified funds. 	
DS	Programmer Analyst CL-00196	<ul style="list-style-type: none"> • Provide Programming, Analysis, and support of Administrative systems such as Colleague/WebAdvisor, IFAS (Financials, HR, Payroll, Purchasing), SIRSI (Library), SARS (Counseling), DARs (Degree Audit), Document Imaging, etc. • Critical threshold for technology support of Admin Systems • Vacancy due to retirement – position currently funded in 2011/12 AB. 	