

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
November 20, 2019

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Interim Master Class Scheduler CSEA/CL-32 Position #: CL-00122 FTE 1.0 Instructional Operations	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Perform complex and specialized duties to coordinate, construct and maintain the master class schedule; generate reports, prepare and maintain related records, files, lists and other materials. The Master Scheduler is responsible to enter approximately 1,600 course sections for spring and fall semesters and approximately 125 for summer. ○ Prepare, maintain and distribute part-time faculty hire letters; process revised and cancellation hire letters. There are approximately 600 part-time hire letters to be processed in the spring and fall semesters, and an additional 100 for the summer session. There are many additional revisions required in processing hire letters due to schedule changes. ○ Code and enter data on a personal computer for a wide variety of instructional records including non-degree and basic skills flags, work experience student status, course description information such as Taxonomy of Programs (TOPS) course classification code, general education, transfer code, units, and course notes including descriptors, section notes and prerequisites. ○ Process Board approved curriculum additions, deletions and modifications in the student information management system and the class schedule. ○ Scan, order, prepare and distribute summary reports for faculty evaluations. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy – This position is vacant due to the temporary transfer of the Master Class Scheduler for the out-of-class opportunity-Business Services Supervisor (MCS position will be temporarily-vacant as of December 2, 2019 for an unknown amount of time). <p>3. Strategic Staffing Rationale</p> <p>a. Legal Mandates (and d. critical threshold of educational or support services): The individual in the position is responsible for all attendance accountability by calculating contact hours as required in Title 5 and the student attendance accounting manual. The class schedule is critical to all educational and support services campus-wide as well as a guidance tool for students as they plan their educational goals. All course deletions, modifications, and additions approved by the Curriculum Committee and the Governing Board are built in Colleague and revised as necessary by the Master Class Scheduler.</p>

		<p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget: This position is included in the 2019/2020 unrestricted budget b. Key code and Object code: 1424006-2110 c. Fiscal Impact:- <ul style="list-style-type: none"> i. CL/32: Steps A-B \$44,772-47,340 ii. Includes benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Student Services Specialist</p> <p>Unit/Classification CSEA/CL-28</p> <p>Position # CL-00255</p> <p>FTE 1.0</p> <p>Department: Counseling Services</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Perform a variety of specialized duties to provide services to the counseling services department ○ Greet office visitors and answer telephones ○ Type a variety of reports, correspondence, forms, memo's and other materials 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy – Filling a vacancy restructured from .60 to 1.0 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ol style="list-style-type: none"> a. Legal mandates b. Accreditation requirements c. Health and safety priorities d. Critical threshold of educational or support services <ul style="list-style-type: none"> • Counseling Services needs this position to support the dynamic and complex office functions for the department and to implement guided pathways student success teams. e. Essential supervision 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget – The current position is included in the budget b. Key code and Object code 1433001 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: Steps A-B = \$39,780-42,060 ii. Includes benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input checked="" type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number