

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

12/19/19

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Administrative Assistant IV</p> <p>Unit/Classification CSEA/CL-34</p> <p>Position #: CL-00497</p> <p>FTE: 1.00 12 months</p> <p>Department: Student Services, Office of the Vice President</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> • Organize and manage the day-to-day activities of VPSS to assure efficient and effective office operations. • Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions. • Greet office visitors; initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; take messages as necessary; provide information; receive sort and route mail. • Assist with arrangement of travel accommodations, conferences and meetings as necessary. • Prepare and review routine correspondence, records, and other documents accuracy, completeness and conformance to established rules and regulations. • Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required. • Establish and maintain a variety of records, logs and files related to assigned functions; obtain and provide information from records and files as requested. • Order and maintain office supplies; schedule maintenance and repair of equipment. • Coordinate the duplication and distribution of a variety of materials; distribute forms, applications and related materials. • Operate a variety of office equipment including computers and peripherals, copy machines, etc. • Perform a variety of duties in support of special events, research and other special projects. • Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; obtain and provide information, coordinate activities and resolve problems. • Schedule meetings, conferences and appointments for assigned administrator and maintain administrator's calendar. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ This position is a replacement for upcoming retirement in February 2020. <p>3. Strategic Staffing Rationale</p> <p>This position perform a variety of difficult and highly complex and administrative assistant duties and provides paraprofessional support to the VPSS administrator.</p>

		<p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none">a. The position is included in the current budgetb. Keycode/Object: 1426001-2110c. Fiscal Impact:<ul style="list-style-type: none">i. Annual salary amount: \$50,220 plus benefitsd. 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: Bookstore Purchasing Assistant</p> <p>Unit/Classification CSEA/CL-27</p> <p>Position #: CL-00237</p> <p>FTE: 1.00 12 months</p> <p>Department: Administrative Services</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> • Order and/or purchase materials and merchandise for the bookstore such as text and general books, study aids, supplies, and other items. • Maintain designated inventory levels, purchasing and sales records of books, merchandise, and miscellaneous items. • Process publisher/merchandise returns. • Ensure accuracy of pricing, perform and process price changes, markups, and markdowns. • Receive merchandise and log transactions. • Perform cashier duties and conduct cash register pulls. • Provide information and assistance to bookstore customers, sell merchandise and design displays and signs as needed. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ This position is a replacement for a vacant position <p>3. Strategic Staffing Rationale</p> <p>This position provides a critical threshold of services to students</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position is included in the current budget b. Keycode/Object: 1438081-2110 c. Fiscal Impact: <ul style="list-style-type: none"> i. Annual salary amount: \$40,836 plus 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 checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Custodian</p> <p>Unit/Classification CL-20 Step B</p> <p>Position # CL-00151</p> <p>FTE 1.0</p> <p>Department: Custodial Services</p>	<p>1. What will the position do? Under the direction of an assigned supervisor, maintain campus classrooms, offices, and related assigned facilities in a clean and sanitary condition.</p> <p>2. Current status of position? Filling a Vacancy due to retirement</p> <p>3. Strategic Staffing Rationale</p> <p>Health and safety priorities - Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations</p> <p>Critical threshold - of support services for an educational institution</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Specify whether the position is included or not included in the current budget</p> <p>b. Key code and Object code - 1327602-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount \$33,204</p> <p>ii. Includes benefits \$16,269.96</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Director, PVAC</p> <p>Unit/Classification AA/??</p> <p>Position # ??</p> <p>FTE: 1.0</p> <p>Department Division of Arts, Languages, & Communication</p>	<ol style="list-style-type: none"> 1. What will the position do? Under the direction of the assigned manager, the PVAC director manages, supervises, coordinates, and evaluates the activities of the Grossmont College Performance and Visual Arts Center; oversees the development of and day-to-day operations of the PVAC as well as the programs and performances (e.g., Dance, Music, Theatre, Art Gallery, and other Visual Arts) that occur in the center; and performs related duties as assigned. 2. Current status of position? <ul style="list-style-type: none"> o This is a new position. 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ul style="list-style-type: none"> • Critical threshold of educational or support services: This is a new position that is needed to help with the oversight, operation and maintenance of the new PVAC building. The PVAC building will serve both the campus community and the local community at large. In collaboration with the Arts, Languages, and Communication Instructional Dean, participate in the development and implementation of goals, objectives, policies, and priorities for the operation of the PVAC. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Position is included in the 2019-2020 budget b. Key code and Object code: 1375401- c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: \$96,761 (ML-08) 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 type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number