

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

2-10-20

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Theatre Arts, Faculty</p> <p>Unit/Classification AFT</p> <p>Position # IN-00102</p> <p>FTE 100%</p> <p>Department Theatre Arts</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Instruction in the specialty areas of costuming and makeup for the Theatre Arts Department. ○ All responsibilities associated with the job duties of a FT faculty member. ○ 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy (effective August 2020) ○ Filling a restructured vacancy with a new job title ○ Requesting a new position 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 e. Essential supervision <p>This is a replacement request to address D: “Critical threshold of educational services.” When the individual in the current position retires at the end of the 2019/2020 academic year, there will be no one to teach costuming or make-up. Since the inception of the Theatre Arts Department there has been a full-time faculty member associated with this area of theatre. Costumes and make-up are two of the most rudimentary areas of theatrical production. There have been two costumers in the history of Theatre Arts Department – Clark Meyers (for 30 years) and Beth Duggan (for 20 years). The department has never been without a full-time costumer. Without a full-time faculty member in the area of costuming, the ability of the Theatre Arts Department to produce a season of plays and musicals will become impossible. This is a highly specialized position. Within the discipline of Theatre, acting, writing, singing, scenery, costumes, lighting, make up and directing are all essential</p>

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Date

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Administrative Assistant I</p> <p>Unit/Classification CSEA 26 A-E</p> <p>Position # CL00586</p> <p>FTE 1.0</p> <p>Department Administration of Justice (AOJ)</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> o Replace Kathy Sentz, Admin Assist I in the AOJ Dept, who is retiring; last day April 10, 2020. 2. Current status of position? <ul style="list-style-type: none"> o <u>Filling a vacancy</u> o Filling a restructured vacancy with a new job title o Requesting a new position 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 – This position conducts database entries and follows accreditation requirements for various state-certified courses including the Police Academy, Corrections Academy, Security Academy, Dispatch course, and specialized state-certified courses. c. Health and safety priorities d. Critical threshold of educational or support services – Several courses in the AOJ Dept would not be offered without this position due to the database entries for the state-certified courses. Faculty, staff, and students would not be supported and the department coordinator would be taking on responsibilities that are non-contractual. 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 – Included in current budget b. Key code and Object code 1370801-2110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$3,124 - \$3,907 per month ii. Includes benefits, or not 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 checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: CDC Assistant Sr.</p> <p>Unit/Classification: 24</p> <p>Position: # IA- 00100</p> <p>FTE: .90</p> <p>Department: CDC</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> o Classroom management: plan environment and curriculum, engage children for learning during individual and group activities, support staff duties, work with lab students on college coursework evaluate assignments. o Manage classroom staff for constant supervision, completion of classroom routines and proper ratios. Complete observation, documentation, and all required assessments and child level outcomes. o Provide parent/teacher conferences twice yearly, participate in monthly staff meetings, guide and train student workers and learners. <p>2. Current status of position?</p> <ul style="list-style-type: none"> o Filling a vacancy <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> a. Legal mandates: As per Title V regulations, section 18290 student teacher ratios must be maintained. Children must be visually supervised at all times (even in restroom and while napping) Title 22 regulations, Section 101229. b. Health and safety priorities: the health and safety of the children must be continually observed. Children must be inspected daily for illness. Active supervision is a requirement for all CDC grants: COE, WestED , and Head Start. c. Essential supervision: A high quality teaching staff provides examples of best practices in care and early education for the children and role modeling and mentorship for our Child Development instructional programs for students. <p>4. Budget Impact - Identify the Following:</p> <ul style="list-style-type: none"> a. This position is included in the budget. Key code: 1371591 and Object code:2210 b. Fiscal Impact: <ul style="list-style-type: none"> i. \$26, 739.00 ii. Includes benefits c. 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 General Childcare and Head Start grants <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> No impact - funded by Restricted Funds <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 Custodial Supervisor</p> <p>Unit/Classification Administrator's Association</p> <p>Position # SU-00029</p> <p>FTE 1.0</p> <p>Department Facilities, Maintenance and Operations.</p>	<p>1. What will the position do? Under the direction of an assigned manager, perform a variety of responsible duties in the supervision of custodial services; organize, schedule, and assign and review custodial work; supervise and evaluate the performance of assigned staff.</p> <p>2. Current status of position? <input type="checkbox"/> Filling a vacancy due to promotion</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p style="margin-left: 20px;">a. Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations</p> <p style="margin-left: 20px;">b. Essential supervision</p> <p style="margin-left: 20px;">c. Critical threshold of support services</p> <p>4. Budget Impact – Identify the Following:</p> <p style="margin-left: 20px;">a. Specify whether the position is included or not included in the current budget</p> <p style="margin-left: 20px;">b. Key code and Object code</p> <p style="margin-left: 20px;">c. Fiscal Impact:</p> <p style="margin-left: 40px;">i. Salary amount \$59,877</p> <p style="margin-left: 40px;">ii. Includes benefits - yes</p> <p style="margin-left: 20px;">d. RAF impact (check one):</p> <p style="margin-left: 40px;"><input type="checkbox"/> Include in RAF calculation</p> <p style="margin-left: 40px;"><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p style="margin-left: 40px;"><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p style="margin-left: 40px;"><input type="checkbox"/> No impact – funded by _____</p> <p style="margin-left: 40px;"><input type="checkbox"/> No impact – restructure within existing funds</p> <p style="margin-left: 40px;"><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: Dance, Faculty</p> <p>Unit/Classification AFT</p> <p>Position # IN-00158</p> <p>FTE 100%</p> <p>Department Dance Department</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Instruction in the specialty area of Dance. ○ All responsibilities associated with the job duties of a FT faculty member. ○ 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy (effective July 2020) ○ Filling a restructured vacancy with a new job title ○ Requesting a new position 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 e. Essential supervision <p>This is a replacement request to address D: “Critical threshold of educational services.” The GC Dance Department currently consist of two full-time instructors and nine adjunct instructors. The current chair and one of two full-time members, will be retiring July 16, 2020, after 31 years of service. The Dance Department is an extremely active performing arts department that offers a full spectrum of technique and GE courses in addition to presenting two full-scale dance concerts per academic year. In addition to the annual concerts, the department offers a master class series that brings guest artists on campus to instruct workshops and master classes to our students and the community at large. The guest series consists of 8-10 guest artists over four weekends. Additionally, the High School Dance Day project is coordinated every fall semester, and accommodates approximately 8 high schools and over 200 students. Lastly, the Touring Dance Company is coordinated in the spring semester, which involves touring local high schools, art festivals, as well as hosting performances on campus. It is paramount that the Dance Department maintains two full-time</p>

faculty positions to share the load of teaching, choreographing the concerts, directing the Touring Dance Company, as well as coordinating the outreach projects.

4. Budget Impact – Identify the Following:

- a. Specify whether the position is included or not included in the current budget 2019-2020 budget
- b. Key code and Object code 1377601
- c. Fiscal Impact:
 - i. Salary amount \$60,050 plus benefits
 - ii. Includes benefits, or not
- d. RAF impact (check one):
 - Include in RAF calculation
 - No impact – replacement (vacant one year or less)
 - No impact – funded by _____ Restricted Funds
 - No impact – funded by _____
 - No impact – restructure within existing funds
 - 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 Health Professions Specialist</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00631 Range 28</p> <p>FTE 60%</p> <p>Department AHN division</p>	<p>1. What will the position do? Working together with Allied Health & Nursing Program Directors I organize and manage day- to-day office activities to assure efficient and effective operations. I assist with preparation and tracking of budget materials and requisitions.</p> <ul style="list-style-type: none"> ▪ Process highly technical compliance paperwork for students to participate in clinical rotations at major health care facilities throughout San Diego County. Prepare agendas, take, transcribe and distribute meeting minutes. ▪ Manage active student compliance. ▪ Coordinate activities with other district departments and personnel, educational institutions, and community organizations and agencies ▪ Maintain confidential student files in compliance with FERPA and HIPAA as well as individual program accreditation. ▪ Design, develop, and maintain spreadsheets and databases. <p>2. Current status of position? a. Filling a vacancy</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> a. Accreditation requirements b. Critical threshold of educational or support services <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code 1370603 / 1370607 2110 c. Fiscal Impact: <ul style="list-style-type: none"> 1. \$4,145 monthly salary 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

components within a basic course of study. There is no one person that can do all of these things.

4. Budget Impact – Identify the Following:

- a. Specify whether the position is included or not included in the current budget 2019-2020 budget
- b. Key code and Object code 1377401
- c. Fiscal Impact:
 - i. Salary amount \$60,050 plus benefits
 - ii. Includes benefits, or not
- d. RAF impact (check one):
 - Include in RAF calculation
 - No impact – replacement (vacant one year or less)
 - No impact – funded by _____ Restricted Funds
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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Human Resources Specialist</p> <p>CSEA</p> <p>Position #CL-00055</p> <p>FTE -1.0</p> <p>HR</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> o This critical position will fill the vacancy working with all district employee leaves and worker's compensation. It also assists with functions related to risk management, ergonomics, driver data, etc. 2. Current status of position? <ul style="list-style-type: none"> o filling a vacancy 3. Strategic Staffing Rationale <ul style="list-style-type: none"> a. This positions will assist in ensuring compliance for legal mandates, accreditation requirements and a critical threshold of support services 4. Budget Impact – Identify the Following: <ul style="list-style-type: none"> a. This position is included in the current budget b. Unrestricted <ul style="list-style-type: none"> i. Fiscal Impact: CL-34 \$50,220 c. 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