

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

November 2, 2020

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Senior Director, Purchasing and Contracts and Ancillary Services</p> <p>Position #: MG-00028</p> <p>FTE: 1.00</p> <p>Level: Classified Mgmt. – Level 10</p> <p>Department: Purchasing & Contracts</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Plan, organize, and direct the District’s centralized purchasing, warehouse and contracts functions ○ Administer the District’s procurement card program and audit purchases for compliance ○ Plan, organize and administer the procurement and professional services contracting activities of the District ○ Evaluate, issue, and negotiate bids and proposals to assure maximum cost effectiveness and minimal legal liability of the District ○ Formulate, direct and administer the bids, contracts and legal issues for the District’s Capital Construction Project Management Program, Contractor Outreach Program, and Labor Compliance Program. ○ Monitor legal compliance for bid preparation, bid openings, bid protests, bid evaluations and awards, bonding and insurance, contractor license law, progress payments and stop notices ○ Plan, organize and issue 1099 processing annually ○ Plan, organize, train, direct and evaluate the activities of the Purchasing, Contracts and Warehouse personnel. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Position is a replacement due to SERP retirement on 12/18/2020 <p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> ○ Critical threshold of support services ○ Essential supervision <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget: Yes ○ Funding Source: Unrestricted General Fund ○ Smartkey and object code: 1118501-2140 ○ Annual Salary at Step B: \$118,564

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: EOPS/Care Program Specialist</p> <p>Position #: Z-00005211</p> <p>FTE: 1.00</p> <p>Level: CL-34</p> <p>Department: EOPS</p>	<p>1. Key responsibilities of positions:</p> <ul style="list-style-type: none"> • Communicate and assist in implementing directives from the EOPS/CARE Programs according to the State Chancellors Office and Title V. Oversee the implementation of policies and procedures of the EOPS/CARE Office. • Assist with the development of the EOPS/CARE Program Budgets • Coordinate communication with other district departments and personnel, students, education institutions, vendors, and the public. • Train and provide work direction to assigned personnel; prioritize, assign and review work; participate in interviewing job applicants and provide input for performance evaluations as requested. • Perform a variety of specialized and complex clerical and technical duties independently in support of assigned area, such as awarding EOPS and CARE book accounts and grants (in SAM). designing and developing student database record sets, manage data for program reports and state MIS reports (in HP), posting records, data entry and retrieval, researching, and compiling, recording, tracking and verifying information from a variety of sources. • Provide technical assistance and information to students regarding records, financial aid, book accounts, registration, EOPS requirements, CARE requirements, graduation requirements, transfer requirements, and selected major requirements. Refer students with professional needs to a counselor. • Explain college and EOPS/CARE policies and procedures to students; schedule counseling and peer counselor appointments and obtain district and other college transcripts for counselors utilizing filing and data processing systems. • Coordinate the duplication and distribution of a variety of materials, such as: brochures and applications for college programs, articulation agreements, microfiche and college catalogs. Produce and maintain web pages, brochures, flyers, booklets and other material, which support assigned area. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to a resignation in March 2020. <p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Critical threshold of educational or support services <p>EOPS serves the 1000+ students in the program which is roughly 10% of the colleges' total population. The EOPS/CARE Program Specialist position is a critical position. It's crucial to have someone who can understand and apply statewide and college policies, procedures, and operations. As well as someone who Analyze situations accurately and adopt effective course of action. The position is multi-faceted and requires someone who can work independently with little direct supervision; plan and organize work; establish schedules and timelines, and meet deadlines.</p>

		<p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">○ Is position included in the current budget: Yes○ Funding Source: Restricted General Fund/EOP○ Smartkey and Object code: 1435597-2110○ Annual Salary at Step B: \$51,732
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Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Athletic Trainer</p> <p>Position: #CL- 00152</p> <p>FTE: 1.0</p> <p>Level: CL-40</p> <p>Department: Athletics</p>	<ol style="list-style-type: none"> 1. Key responsibilities of positions: <ul style="list-style-type: none"> ○ Athletic Trainer in the Athletic Department ○ Responsible for the administration of the athletic training program. which includes: <ul style="list-style-type: none"> • Being responsible for the care of the student-athletes participating in the intercollegiate athletic program. • Providing athletic training services which include: <ul style="list-style-type: none"> ⇒ Prevention of injuries ⇒ Clinical evaluation and diagnosis ⇒ Immediate care ⇒ Treatment, rehabilitation, and reconditioning ⇒ Organization and administration ⇒ Education and consultation ⇒ Professional responsibility 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy due to SERP retirement on 12/18/2020 3. Strategic Staffing Rationale: <ul style="list-style-type: none"> ○ Legal mandates: CCCAA Safety Requirement as Athletic Trainers represent the minimum standard for medical care at a CCCAA institution with Athletics. Athletic Trainers are required at all home athletic events. ○ Accreditation requirements: Bylaw 9.1.2 of the CCCAA states that the following represent the minimum standard for medical care as set forth for CCCAA sanctioned sports. It is understood that each college must use its experience and common sense to tailor these policies to its specific needs. Student-athletes should understand that each college will use its best efforts to provide for the safety and welfare of the athletes, but each student must exercise his/her good judgment as well. The CCCAA does not warrant to the college or to the student athlete that adherence to these policies will prevent injuries. (Adopted & effective 10/4/11) ○ Health and safety priorities: Bylaw 9.2.2 Athletic Medical Coverage Personnel Athletic Medical Coverage can be provided by: <ul style="list-style-type: none"> ○ An individual who is currently an athletic trainer certified by the Board of Certification (BOC). ○ Critical threshold of educational or support services: In the absence of the team physician or designate, the athletic trainer/athletic health care provider is responsible for deciding whether an athlete is medically able to participate by adhering to the team physician's protocols. Athletic trainers are also required to

		<p>provide athletic training supervision for all home/hosted athletic contests and away football games. Men and women's golf matches can be exempt from this requirement. If there are more hosted events, then athletic trainer/athletic health care provider on-site coverage of these games will be determined by the relative risk of each sport. Away contests, other than football, are generally not covered, but coverage may be provided based on staffing availability and need.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none">○ Is position included in the current budget: Yes○ Funding Source: Unrestricted General Fund○ Smartkey and Object code: 1336500-2110○ Annual Salary at Step B: \$61,764
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

11/2/2020

Date

Site	Position	Justification
<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>Position #: IA-00049</p> <p>FTE: .90 FTE/10 months</p> <p>Level: CL-24</p> <p>Department: CDC</p>	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> o Classroom management: plan environment and curriculum, engage children for learning during individual and small group instruction, supervise activities and support staff duties, work with students with college coursework and evaluate adult lab students as part of instructional lab. o Manage classroom staff for constant supervision, completion of ratios and daily routine care. o Complete observation and documentation for all required child assessments, individual learning, and outcomes. o Provide CDE & Head Start mandated parent conference twice yearly and participate in monthly staff meetings. 2. Current status of position? <ul style="list-style-type: none"> o Filling a vacancy due to SERP retirement on 12/18/2020 3. Strategic Staffing Rationale <ol style="list-style-type: none"> a. Legal mandates: As per Title V and Head Start regulations, Section 18290 student teacher ratios must be maintained. Children must be visually supervised at all times (even in restroom and while napping). Health and Human Services Title 22 regulation 101229. b. Health and safety priorities: The health of the children must be continuously observed. Children must be inspected daily for illness. Health and Human Services Title 22 101226.2 & 101226.3 c. Essential supervision: This position is critical to the daily operations of the CDC lab and the childcare and education services that are provided to the children who attend the center. A high quality teaching staff provides examples of best practices in early care and education for the children; modeling and mentorship for our campus Child Development instructional program for Child Development college students. 4. Budget Impact – Identify the Following: <ul style="list-style-type: none"> o Is position included in the current budget: Yes o Funding Source: Restricted General Fund o Smartkey and Object code: 1371591/1342398-2210 o Annual Salary at Step B: \$28,872

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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 Aide</p> <p>Position # CL-00236</p> <p>FTE .90 FTE/10 Months</p> <p>Level: CL-12</p> <p>Department: CDC</p>	<p>1. Key Responsibilities of position:</p> <ul style="list-style-type: none"> ○ Classroom management: support CDC Assistant Sr. in planning environment and supporting curriculum implementation. Engage children for learning during individual and small group instruction ○ Support classroom for constant supervision, completion of ratios and daily routine care. ○ Support CDC Assistant Sr. with child observations and documentation required for all child assessments, child level outcomes, and school readiness goals. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to SERP retirement on 12/18/2020 <p>3. Strategic Staffing Rationale:</p> <p>a. Legal mandates: As per Title V regulations, Section 18290 student teacher ratios must be maintained to be in compliance. Early Head Start classrooms must maintain a ratio of 1 adult for every 4 children. Children must be visually supervised at all times (even in restroom and while napping). Health and Human Services Title 22 regulation 101229.</p> <p>b. Health and safety priorities: The health of the children must be continuously observed. Children must be inspected daily for illness. Health and Human Services Title 22 101226.2 & 101226.3</p> <p>c. Essential supervision: This position is critical to the daily operations of the CDC lab and the childcare and education services that are provided to the children who attend the center. A high quality teaching staff provides examples of best practices in early care and education for the children; modeling and mentorship for our campus Child Development instructional program for Child Development college students</p> <p>Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> ○ Is position included in the budget: Yes ○ Funding Source: Restricted Funds/General Child Care ○ Smartkey and Object code: 1371591/1372194-2110 ○ Annual Salary at Step B: \$24,300

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Library Technician II</p> <p>Position #: CL-00581</p> <p>FTE: 1.0</p> <p>Level: CL-28</p> <p>Department: College Library</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ This position provides a variety of technical duties related to public service, circulation, and cataloging resources in a community college library. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to a promotion in October 2019. Requesting this position to be filled in anticipation of Library Tech III SERP retirement December 2020 from position CL00486. <p>3. Strategic Staffing Rationale</p> <ul style="list-style-type: none"> a. Critical Threshold of educational or support services – this position fully utilizes various library-related resources ensuring students have full access to essential learning tools. b. Essential Supervision – this position recruits, interviews, trains, and supervises hourly employees. <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget: Yes ○ Funding Source: Unrestricted General Fund ○ Smartkey and Object code: 1341003-2110 ○ Annual Salary at Step B: \$43,320

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title:</p> <p>Specialty Lab Technician III - Ceramics</p> <p>Position: IA-00028</p> <p>FTE 1.0</p> <p>Level: CL-32</p> <p>Department: Ceramics</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of technical and specialized duties related to the preparation, operation and maintenance of a Ceramics laboratory and related areas. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to SERP retirement on 12/18/2020 <p>3. Strategic Staffing Rationale:</p> <p><u>Critical threshold of educational or support services</u> - Position is critical and instrumental to facilitating instructional delivery, per health and safety protocols and mandates, for all areas of the Ceramics program. This includes curriculum support with particular attention on the operation and maintenance of the Ceramic Building laboratories and related areas as well as assisting faculty and students in the use of a variety of equipment, materials and supplies in the instructional setting and preparing instructional materials and equipment for faculty demonstrations and student use as required, according to approved procedures.</p> <p><u>Legal mandates</u> - Position prepares and maintains various required records and reports related to laboratory operations, health and safety, supplies, inventory and budget, including required MSDS sheets and District Hazardous materials inventories per health and safety mandates from OSHA, Cal-OSHA, State and Local Fire Codes, Air Pollution Control Regulations and Hazardous Materials Handling and Waste</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget: Yes ○ Funding Source: Unrestricted General Fund ○ Smartkey and Object code: 1378601-2210 ○ Annual Salary at Step B: \$48,756

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title</p> <p>Photography & Digital Imaging Technician</p> <p>Position:</p> <p>IA-00125</p> <p>FTE 1.0</p> <p>Level: CL-36</p> <p>Department:</p> <p>Visual Arts & Humanities</p> <p>Digital Arts & Photography Programs</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Perform a variety of technical and specialized duties related to the preparation, operation and maintenance of the Digital and Photography Programs classrooms, labs and related areas essential to the operation of each of the programs. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to SERP retirement on 12/18/2020 <p>3. Strategic Staffing Rationale</p> <ul style="list-style-type: none"> a. Legal mandates: Position prepares and maintains various required records and reports related to photography laboratory operations, health and safety, supplies, inventory and budget, including maintaining MSDS library, District Hazardous Materials Inventories and Documentation for OSHA, Cal-OSHA, the San Diego County Waste Water Department and Hazardous Materials Handling/Waste. b. Health and safety priorities: Position requires that all Digital Art and Photography laboratories are used in a safe, clean and orderly condition, including the proper purchasing, storage, chemical mixing as well the documentation and disposal of photographic chemicals. c. Critical threshold of educational or support services: Position provides essential support for faculty and students in face-to-face and online instructional delivery with the preparation of the laboratory spaces for instructional demonstrations (live & recorded) and for student use (face-to-face). Technical support for faculty and students in online courses with the printing of student photographs. <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget: Yes ○ Funding Source: Unrestricted General Fund ○ Smartkey and Object code: 1377801-2210 ○ Annual salary at Step B: \$54,876