

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**12/7/2020**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Program Specialist CalWORKs  <b>Position #:</b> CL-00216  <b>FTE:</b> 1.0  <b>Level:</b> CL-34  <b>Department:</b> CalWORKS	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>• Assist with the development of the CalWORKs Program Plan.</li> <li>• Assist with the development and monitoring of the CalWORKs Program Budget.</li> <li>• Monitor the implementation of CalWORKs elements such as efficient use of student services for welfare recipients. Help students develop employment related self-sufficiency plans.</li> <li>• Prepare for and attend local CalWORKs meetings.</li> <li>• Attend and actively participate in CalWORKs Program meetings and conferences and travel accordingly each year.</li> <li>• Interact with the community representing the CalWORKs Program; liaison between the college and the Department of Health and Human Services.</li> <li>• Evaluate program participants' employment potential and available resources for achieving self-sufficiency within mandated timelines; advise students regarding barriers to employment and monitor progress.</li> <li>• Communicate and assist in implementing directives from the CalWORKs Program and other college programs approved by the Department of Health and Human Services for CalWORKs students.</li> <li>• Develop programs for CalWORKs students, directing services from time of entry to training completion and job placement; act as broker in coordinating on-campus and off-campus services for which students may be eligible.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget due to SERP retirement</li> </ul> <p><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ <b>Critical threshold of instruction or support services</b></li> </ul> <p>The CalWORKs Program Specialist position is a critical position in CalWORKs. This key position works directly with students, staff and faculty and serves as a key role in the daily operation of the office. It is crucial to have someone to assist with budget, program plan, and local, county, and statewide CalWORKs communication.</p> <p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes</b></li> <li>○ Funding Source? <b>Restricted General Fund</b></li> <li>○ Smartkey and Salary Object: <b>1464396-2110</b></li> <li>○ Annual Salary at Step B: <b>\$51,732</b></li> </ul>