

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
STRATEGIC HIRE REQUEST  
04/15/2024**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Administrative Assistant III  <b>Position #:</b> CL-00540  <b>FTE:</b> 1.0  <b>Level:</b> 32  <b>Department:</b> Arts, Humanities, Social Sciences (AHSS)	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Organize and manage the day-to-day activities of an assigned office to ensure efficient and effective operations.</li> <li>○ Prepare faculty (part-time and full-time) hire letters, run reports, requisitions, work order purchase orders, fund transfers, and other documents related to assigned functions..</li> <li>○ Greet office visitors, initiate and answer telephone calls; screen and refer calls to appropriate personnel, take messages as appropriate; receive, sort and route mail.</li> <li>○ Establish and maintain a variety of records, logs, and files related to assigned functions; obtain and provide information from records and files as requested.</li> <li>○ Schedule meetings conferences, and appointments for assigned administrator and maintain administrator’s calendar.</li> <li>○ Maintain current budget information; monitor budget expenditures; assist in budget preparation as required.</li> <li>○ Order and maintain office supplies; schedule maintenance and repair of equipment.</li> </ul> </li>   <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget: current Admin Asst III resigned effective 4/5/2024.</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale:</b> <ul style="list-style-type: none"> <li>○ <b>Critical threshold of instruction or support services:</b> This is a critical position for the foundational support of the largest instructional division of AHSS, which serves approximately 125 full- and part-time faculty.</li> <li>○ <b>Essential Supervision:</b> This position offers essential assistance to the 24 department/discipline areas of the college in facilitating essential operations.</li> </ul> </li>   <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes.</b></li> <li>○ Funding Source: <b>Unrestricted General Fund</b></li> <li>○ Smartkey and Salary Object: <b>1425301-2110</b></li> <li>○ Annual Salary at Step B: <b>\$4,353 monthly</b></li> </ul> </li> </ol>

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STRATEGIC HIRE REQUEST**

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Date

Site	Position	Justification
GC CC DS	Please include:  <b>Position Title:</b>   <b>Position #:</b>   <b>FTE:</b>    <b>Department:</b>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○</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</li> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes /No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes /No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</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>a. Critical threshold of instruction and support services</li> <li>b. Legal mandate</li> <li>c. Accreditation requirements</li> <li>d. Health and safety priorities</li> <li>e. Essential supervision</li> </ul>
		<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? Yes /No</li> <li>○ Funding Source? Unrestricted /Restricted</li> <li>○ Smartkey and Salary Object:</li> <li>○ Annual Salary at Step B: \$ _____ plus benefits</li> </ul>

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

4/15/24

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Assistant College Cashier  <b>Position #:</b> CL-00316  <b>FTE:</b> 1.0   <b>Department:</b> Cashier's	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Assist with organizing, directing and coordinating the accounting functions of student registration activities at a college and in a local community; assist with collection and control of college fees and other District receivables; assist with deposit of District monies; and maintenance of financial records and journals.</li> </ul> <p><b>2. Current status of position:</b></p> <p>Vacant due to employee advancing into the College Cashier position.</p> <ul style="list-style-type: none"> <li>○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget</li> <li>○ <input type="checkbox"/> Filling a restructured position included in the budget             <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Filling a new position             <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Other (please specify)</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>a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services</li> <li>b. <input checked="" type="checkbox"/> Legal mandate</li> <li>c. <input checked="" type="checkbox"/> Accreditation requirements</li> <li>d. <input checked="" type="checkbox"/> Health and safety priorities</li> <li>e. <input checked="" type="checkbox"/> Essential supervision</li> </ul>
		<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? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/></li> <li>○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1427801</li> <li>○ Annual Salary at Step B: \$46,416 plus benefits</li> </ul>