

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
November 12, 2019

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title  <b><i>Admin Asst I</i></b></p> <p>Unit/Classification  <b><i>CL-26</i></b></p> <p>Position #  <b><i>CL-00527</i></b></p> <p>FTE  <b><i>.75</i></b></p> <p>Department  <b><i>Instructional Operations</i></b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ The position provides administrative assistance and clerical support for Academic Senate and Instructional Operations (.75)</li> <li>○ Scanning, and uploading documents for the Academic Senate meetings. Schedules the meeting rooms and transcribes the meeting minutes.</li> <li>○ Scanning and uploading documents for the Curriculum Committee meetings.</li> <li>○ Tracking, scanning, and preparing the faculty evaluation summary reports. Posting of the evaluation status reports so the deans offices are kept up-to-date on where they are each semester. Entering online requests for the student components through the pilot evaluation kit program.</li> <li>○ Formatting the course outlines in word from curriculum after all approvals are received. Formatting of program outlines.</li> <li>○ Assisting with curriculum research on Colleague and COCI to assist with keeping the course documents up-to-date.</li> <li>○ Assisting with the class schedule documents in proofing formatting, grammar and spelling.</li> <li>○ Scanning of archive records in Instructional Operations; hire letters, curriculum documents</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Filling a vacancy: Position vacant since 09/27/19</li> <li>○ Filling a restructured vacancy with a new job title</li> <li>○ Requesting a new position</li> </ul> <p><b>3. Strategic Staffing Rationale</b>            Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> <li>a. Legal mandates</li> <li>b. Accreditation requirements  <i>Instructional Operations:</i> to continue to satisfy the clerical need based on a long-standing recommendation from ACCJC for a faculty evaluation clerk.</li> <li>c. Health and safety priorities</li> <li>d. Critical threshold of educational or support services  <i>Academic Senate:</i> this position is critical support for the Academic Senate. It is beneficial to have clerical support in the Instructional Operations department with so many high priority projects.</li> <li>e. Essential supervision</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. Specify whether the position is included or not included in the current budget-Current budget</li> <li>b. Key code and Object code 1424006-XXXX</li> </ul>

		<p>c. Fiscal Impact:</p> <ul style="list-style-type: none"><li>i. Salary amount: \$28,116</li><li>ii. Includes benefits, or not: Includes benefits for .75 FTE</li></ul> <p>d. RAF impact (check one):</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Include in RAF calculation</li><li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li><li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li><li><input type="checkbox"/> No impact – funded by _____</li><li><input type="checkbox"/> No impact – restructure within existing funds</li><li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li></ul>
--	--	--

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
STRATEGIC HIRE REQUEST  
11/12/2019**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Counselor (Career)</b></p> <p>Unit/Classification:  <b>AFT/IN11</b></p> <p>Position #:            CN-00037</p> <p>FTE:  <b>1.0</b></p> <p>Department:  <b>Counseling/Career Center</b></p>	<p><b>What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Provide core counseling services for students (comprehensive educational planning, follow-up services for students and general counseling for all students with an emphasis on career development, exploration and planning)</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ This position was ranked #2 on the Faculty Hiring Prioritization list for 2019/2020. This position will replace full-time faculty due to resignation.</li> </ul> <p><b>3. Strategic Staffing Rationale</b></p> <p style="padding-left: 20px;"><b>a. Legal mandates:</b></p> <p>The Student Equity and Achievement Program states that it is the intent of the legislature for colleges to:</p> <ul style="list-style-type: none"> <li>• Implement activities and practices pursuant to the California Community College Guided Pathways Grant Program.</li> <li>• Ensure students complete their educational goals and a defined course of study.</li> </ul> <p>Career counseling is an integral function to meet these two legislative goals.</p> <p style="padding-left: 20px;"><b>b. Critical threshold of educational or support services:</b></p> <p>The Completion by Design and Guided Pathways models that the college is implementing makes the career counselor a critical hire. This position will engage with counselors, faculty and staff (and Admin) along the four pillars of guided pathways as in order to clarify the students' path, help them enter the path, stay on the path and ensure learning.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position is included in the budget</li> <li>b. Key code and Object code: <b>1433401-1220</b></li> <li>c. Fiscal Impact:             <ul style="list-style-type: none"> <li>i. Salary amount: <b>\$75,011 plus benefits</b></li> </ul> </li> <li>d. RAF impact (check one):             <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input checked="" type="checkbox"/> No impact – reallocation of faculty FTE</li> </ul> </li> </ul>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**11/12/2019**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title: <b>Librarian</b></p> <p>Unit/Classification: <b>AFT/IN11</b></p> <p>Position #: <b>LB-00001</b></p> <p>FTE: <b>1.0</b></p> <p>Department: <b>Library</b></p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>○ Reference service, which involves directly helping students with devising and executing information search strategies for assignments.</li> <li>○ Library orientations for individual classes.</li> <li>○ Collection development for books, databases, online journals, etc.</li> <li>○ Manage electronic resources.</li> <li>○ Conduct outreach to faculty and students about information resources and search tools available via the library and providing training on how to use them skillfully.</li> <li>○ Assess student and program learning outcomes.</li> <li>○ Support the OER initiative on campus.</li> <li>○ Support the new Library Services Platform (LSP).</li> </ul> </li>   <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>○ This position was ranked #3 on the Faculty Hiring Prioritization list for 2019/2020. This position will replace full-time faculty due to resignation.</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale</b>            Please address at least one of the following items when answering the questions below (provide specific details):           <ol style="list-style-type: none"> <li>a. This position would address a critical threshold of educational or support services. According to the Academic Senate for California Community Colleges, the minimum number of faculty librarians for a college with FTES of 5001 – 7000 is 5. We currently have 2 librarians due to a retirement in 2018. Filling this position would allow us to maintain existing services, including supporting the new LSP, as well as expand support for the OER initiative.</li> </ol> </li>   <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. The position is included in the current budget</li> <li>b. Key code and Object code: <b>1441001-1220</b></li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount: <b>\$75,011 plus benefits</b></li> </ol> </li> <li>d. RAF impact (check one):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input checked="" type="checkbox"/> No impact – reallocation of faculty FTE</li> </ul> </li> </ol> </li> </ol>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11/12/19**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Administrative Assistant III</b></p> <p>Unit/Classification  <b>CSEA/CL-32</b></p> <p>Position #:  <b>Z-00007700</b></p> <p>FTE: 1.00            12 months</p> <p>Department:  <b>Facilities</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>• Perform a variety of difficult and often complex specialized and responsible administrative assistant duties</li> <li>• Organize and manage the day-to-day activities of the department</li> <li>• Run reports, requisitions, work orders, purchase orders, and other documents</li> <li>• Establish and maintain a variety of records, logs and files</li> <li>• Prepare and review correspondence, records, and other documents for accuracy</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ This position is a replacement for upcoming retirement in December 2019</li> </ul> <p><b>3. Strategic Staffing Rationale</b>            This position provides a critical threshold of services</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position is included in the current budget</li> <li>b. Keycode/Object: 1427005-2110</li> <li>c. Fiscal Impact:               <ul style="list-style-type: none"> <li>i. Annual salary amount: \$47,340 plus benefits</li> </ul> </li> <li>d. RAF impact (check one):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ul>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11/12/2019**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Science Lab Technician II- Chemistry</b></p> <p>Unit/Classification:            CSEA/CL-32</p> <p>Position #:  <b>IA-00131</b></p> <p>FTE: <b>0.5</b>  <b>10 months</b></p> <p>Department:  <b>Science and Engineering/ Chemistry</b></p>	<ul style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>• Chemistry Lab Tech</li> <li>• Lab set up and tear down</li> <li>• Maintenance of equipment</li> <li>• Ordering of materials</li> </ul> </li> <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>○ Replacement - Filling a vacancy due to probationary release</li> </ul> </li> <li><b>3. Strategic Staffing Rationale</b>            Please address at least one of the following items when answering the questions below (provide specific details):           <ul style="list-style-type: none"> <li>• Health and safety priorities – This position is necessary for lab maintenance, appropriate storage of chemicals and equipment, recording use of and ordering supplies for Chemistry instruction.</li> <li>• Critical threshold of educational or support services – This position supports the Chemistry department educational program by setting up labs for classes, ensuring that all supplies are available and appropriately stored, and that all safety measures are followed.</li> </ul> </li> <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. The position is included in the current budget</li> <li>b. Key code and Object code: 1455601-2210</li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount: \$19,725 plus benefits</li> </ol> </li> <li>d. RAF impact (check one):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ol> </li> </ul>

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

**11/12/19**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>General Maintenance Worker, Senior</b></p> <p>Unit/Classification  <b>CSEA/CL-34</b></p> <p>Position #:  <b>CL-000128</b></p> <p>FTE: <b>1.00</b>            12 months</p> <p>Department:  <b>College Maintenance</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>• Perform a variety of skilled construction, installation, repair and maintenance work</li> <li>• Estimate materials and supplies needed to complete assignment</li> <li>• Work from sketches, plans drawings, blueprints and specifications</li> <li>• Participate in HVAC construction projects</li> <li>• Establish and oversee a scheduled preventative maintenance program for HVACR equipment</li> <li>• Perform programming of energy management and conservation of heating and air conditioning equipment</li> <li>• Repair and maintain heating, refrigeration, air conditioning units and air compressors</li> <li>• Install and repair roofs, windows, doors and locks</li> <li>• Perform carpentry work, repairing and constructing cabinets, bookcases, window frames, chairs, tables and shelves</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ This position is a replacement for upcoming retirement in December 2019</li> </ul> <p><b>3. Strategic Staffing Rationale</b>            This position provides a critical threshold of services and meets health and safety needs.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position is included in the current budget</li> <li>b. Keycode/Object: 1427901-2110</li> <li>c. Fiscal Impact:               <ul style="list-style-type: none"> <li>i. Annual salary amount: \$50,220 plus benefits</li> </ul> </li> <li>d. RAF impact (check one):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ul>

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

**11/12/19**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Maintenance Supervisor</b></p> <p>Unit/Classification  <b>AA/Grade I</b></p> <p>Position #:  <b>SU-00038</b></p> <p>FTE: <b>1.00</b>            12 months</p> <p>Department:  <b>College Maintenance</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>• Organize, coordinate and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of buildings, facilities, and related equipment</li> <li>• Supervise and evaluate the performance of assigned staff</li> <li>• Coordinate facilities related projects including electrical, electronics, plumbing, HVAC, and carpentry</li> <li>• Develop and prepare work schedules, review maintenance reports or requests, prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations</li> <li>• Conduct inspections of buildings and facilities to determine maintenance and repair needs, recommends the removal of fire, safety or health hazards</li> <li>• Participate in the establishment and implementation of a systematic preventive maintenance program</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ This position is a replacement for upcoming retirement in December 2019</li> </ul> <p><b>3. Strategic Staffing Rationale</b>            This position provides a critical threshold of services and meets health and safety needs.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position is included in the current budget</li> <li>b. Keycode/Object: 1427901-2120</li> <li>c. Fiscal Impact:               <ul style="list-style-type: none"> <li>i. Annual salary amount: \$68,315 plus benefits</li> </ul> </li> <li>d. RAF impact (check one):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ul>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11/12/19**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title  <b>Interim Vice President of Administrative Services</b></p> <p>Unit/Classification  <b>Confidential Management</b></p> <p>Position #  <b>MG-00075</b></p> <p>FTE  <b>1.0</b></p> <p>Department  <b>Administrative Services</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ The position serves as the chief business official of the college for all campus business services, including budget development and control, and the preparation and maintenance of required records and reports. In concert with department managers and/or supervisors, coordinates the college fiscal/administrative operations and facilities.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ The current Vice President, Administrative Services has been selected to serve as the Interim Vice Chancellor, Business Services effective 11/1/19. This strategic hire will be filling the vacancy created by that interim transfer.</li> </ul> <p><b>3. Strategic Staffing Rationale</b>            Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> <li>○ Critical threshold of educational or support services</li> <li>○ Essential supervision</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. This position is included in the current budget</li> <li>b. Key code and Object code: 1427001-1250</li> <li>c. Fiscal Impact:               <ul style="list-style-type: none"> <li>i. Salary amount: \$136,308, MF-12, Step B</li> <li>ii. Plus benefits</li> </ul> </li> <li>d. RAF impact (check one):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ul>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11/12/19**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title Administrative Assistant III</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00515</p> <p>FTE 1.0</p> <p>Department Campus Facilities</p>	<p><b>1. What will the position do?</b> This position is the administrative assistant to the Facilities Director, and supports the custodial, maintenance, operations and grounds departments. The position processes work orders, directs appropriate responses to critical or emergency issues on campus and also serves to triage multiple competing priorities. This position is essential in responding to and preventing health and safety concerns regarding sanitation, cleanliness and other matters impacting the learning environment or causing liability.</p> <p><b>2. Current status of position?</b> Position vacant due to resignation.</p> <p><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. Health and safety priorities – <i>Position ensures safety issues for faculty, staff and students are promptly addressed</i></p> <p>b. Critical threshold of educational or support services – <i>Position ensures safety by addressing urgent custodial, maintenance, and grounds needs via campus two-way radios</i></p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Specify whether the position is included or not included in the current budget – This position is in the current budget</p> <p>b. Key code and Object code 1327603-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount- CL32, Step A \$44,772</p> <p>ii. Includes benefits</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>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11/12/19**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title Associate Dean, Nursing</p> <p>Unit/Classification Administrator Association M-9</p> <p>Position # MG-00151</p> <p>FTE 1.0</p> <p>Department Allied Health and Nursing Division</p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> Under the direction of the Senior Dean, Career Technical Education/Workforce Development, the Associate Dean will organize, direct, develop, administer, and supervise all operations of the Nursing Education Programs, based on established policies of the college. Additionally, the Associate Dean will supervise the Nursing office and support staff, process standard administrative paperwork; assistance with community outreach activities and accreditation processes; and any other support activity as deemed appropriate by the Senior Dean.</li> <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>o Filling a vacancy</li> </ul> </li> <li><b>3. Strategic Staffing Rationale</b> <ol style="list-style-type: none"> <li>a. Legal mandates</li> <li>b. Accreditation requirements</li> <li>c. Health and safety priorities</li> <li>d. Critical threshold of educational or support services</li> <li>e. Essential supervision</li> </ol> </li> <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. Specify whether the position is <b>included</b> in the current budget</li> <li>b. Key code and Object code: 1370604-1240</li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount Step B \$111,893</li> <li>ii. Includes benefits</li> </ol> </li> <li>d. RAF impact (check one):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ol> </li> </ol>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11/12/19**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title Custodian</p> <p>Unit/Classification CL-20 Step B</p> <p>Position # 2 of 2 New Position</p> <p>FTE 1.0</p> <p>Department: Custodial Services</p>	<p><b>1. What will the position do?</b> Under the direction of an assigned supervisor, maintain campus classrooms, offices, and related assigned facilities in a clean and sanitary condition.</p> <p><b>2. Current status of position?</b> New position for the new PVAC</p> <p><b>3. Strategic Staffing Rationale</b></p> <p><b>Health and safety priorities</b> - Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations</p> <p><b>Critical threshold</b> - of support services for an educational institution</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Specify whether the position is included or not included in the current budget. 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 checked="" type="checkbox"/> Include in RAF calculation</p> <p><input 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>

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## STRATEGIC HIRE REQUEST

11/12/19

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title Custodian</p> <p>Unit/Classification CL-20 Step B</p> <p>Position # 1 of 2 New Position</p> <p>FTE 1.0</p> <p>Department: Custodial Services</p>	<p><b>1. What will the position do?</b> Under the direction of an assigned supervisor, maintain campus classrooms, offices, and related assigned facilities in a clean and sanitary condition.</p> <p><b>2. Current status of position?</b> New position for the new PVAC</p> <p><b>3. Strategic Staffing Rationale</b></p> <p><b>Health and safety priorities</b> - Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations</p> <p><b>Critical threshold</b> - of support services for an educational institution</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Specify whether the position is included or not included in the current budget. 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 checked="" type="checkbox"/> Include in RAF calculation</p> <p><input 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>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11/12/19**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title: EOPS/CARE Program Specialist</p> <p>Unit/Classification: CSEA/Range 34</p> <p><b>Position #</b></p> <p>FTE: 1.0</p> <p>Department: EOPS/CARE/NextUP</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>• Communicate and assist in implementing directives from the EOPS/CARE/NextUP Programs according to the State Chancellors Office and Title V. Oversee the implementation of policies and procedures of the EOPS/CARE/NextUP Office.</li> <li>• Coordinate communication with other district departments and personnel, students, education institutions, vendors, other outside organizations and the public.</li> <li>• 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.</li> <li>• Perform a variety of specialized and complex clerical and technical duties independently in support of assigned area, such as awarding EOPS, CARE and NextUP book accounts and grants. Designing and developing student database record sets, manage data for program reports and state MIS reports, posting records, data entry and retrieval, researching, and compiling, recording, tracking and verifying information from a variety of sources.</li> <li>• Provide technical assistance and information to students regarding records, financial aid, book accounts, registration, EOPS requirements, CARE requirements, NextUP requirements, graduation requirements, transfer requirements, and selected major requirements. Refer students with professional needs to a counselor.</li> <li>• Explain college and EOPS/CARE/NextUP 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.</li> <li>• Coordinate the duplication and distribution of a variety of materials, such as: brochures and applications for college programs, articulation agreements, and microfiche and college catalogs. Produce and maintain web pages, brochures, flyers, booklets and other material, which support assigned area.</li> <li>• Attend and actively participate in EOPS/CARE/NextUP Program meetings and conferences and travel accordingly each year.</li> <li>• Interact with the college community representing the EOPS/CARE/NextUP Program.</li> <li>• Maintain currency of qualifications for area of assignment.</li> <li>• Perform other related duties as assigned.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>⊖ <del>Filling a vacancy</del></li> <li>⊖ <del>Filling a restructured vacancy with a new job title</del></li> <li>○ Requesting a new position</li> </ul> <p><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. Legal mandates</p>

		<p>Article 4, Section 79150: The Chancellor's office of the California Community Colleges, in cooperation with the State Department of Social Services and the State Employment Development Department, may enter into agreements with community college districts, which presently have cooperative agencies resources for education programs, for the purpose of providing additional funds for support services for those programs. Support services shall include, but not be limited to child care and transportation allowances, books, and supplies, counseling, and other related services.</p> <ul style="list-style-type: none"> <li>b. Accreditation requirements</li> <li>c. Health and safety priorities</li> <li>d. Critical threshold of educational or support services The services provided through EOPS/CARE are directly compatible with our College Strategic Plan through its <b>Outreach</b> efforts to local high schools, and community based organizations whereby the CARE Program recruits, supports and nurtures students with comprehensive and empowering activities designed to foster student success and intense <b>Engagement</b> in a comprehensive student community of learners. Students from cohesive relationships with program staff, counselors, and peers therefore facilitating high rates of <b>Retention</b> for program participants.</li> <li>e. Essential supervision</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. Specify whether the position is included or not included in the current budget: Yes Key code and Object code: EOPS 1335594 and CARE 1335595 (key codes)/Classified 2110 and Benefits 3850 (object codes)</li> <li>b. Fiscal Impact: <ul style="list-style-type: none"> <li>i. Salary amount: \$3958</li> <li>ii. Includes benefits, or not: \$5,897 (\$3,958/mo. + Benefits @49% = \$1,939)</li> </ul> </li> <li>c. RAF impact (check one): <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input checked="" type="checkbox"/> No impact – funded by Categorical Funds</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ul>

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

**11/12/19**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Financial Aid Services Specialist</p> <p>CSEA</p> <p>Position #: CL-TBD- Pending Classification</p> <p>1.0 FTE</p> <p>Financial Aid Department</p>	<p><b>1. What will the position do?</b>            This position performs specialized duties in support of financial aid programs and services.</p> <ul style="list-style-type: none"> <li>○ Review and evaluate applications and financial records to determine student eligibility for the California Promise Grant Fee Waiver (formerly known as BOGW).</li> <li>○ Create and update Financial Aid forms, assist with the maintenance and updates to the Financial Aid webpages.</li> <li>○ Organize and coordinate front office work schedules to ensure adequate office coverage for overall financial aid student services.</li> <li>○ Train and provide work direction to student financial aid assistants and other hourly personnel as assigned; assign and review work.</li> <li>○ Answer questions and provide specialized information and assistance to students, instructors and others regarding Financial Aid Services and programs.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Vacant—new position</li> </ul> <p><b>3. Strategic Staffing Rationale</b>            Please address at least one of the following items when answering the questions below (provide specific details):</p> <p align="center">Legal Mandates &amp; Critical threshold of educational support services – There are federal mandates for financial aid administrative capability. It is also an accreditation requirement that community colleges have a viable Financial Aid program and that the college be eligible and approved by the Department of Education to participate in federal Title IV programs. The Grossmont College Financial Aid office processes over 19,000 applications each year and awarded more than 36 million dollars in federal, state and institutional aid for 2017-2018. \$9,996,009 of this aid was through the California College Promise Grant (CCPG). In addition, new academic requirements were implemented for the (CCPG) in 2015. This position is crucial to maintaining critical support services offered directly to our low-income students and to also meet continued legal requirements for coordination and implementation of the California College Promise Grant (CCPG).</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position and funding are currently included in this year’s budget.</li> <li>b. Key code and Object code: 1331091 BFAP Categorical Funding.</li> <li>c. Fiscal Impact:               <ul style="list-style-type: none"> <li>i. Salary amount: TBD-pending Classification</li> </ul> </li> <li>d. RAF impact (check one):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input type="checkbox"/> No impact – replacement (vacant one year or less)</li> </ul> </li> </ul>

		<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> No impact – funded by <u>BFAP</u> Restricted Funds</li><li><input type="checkbox"/> No impact – funded by _____</li><li><input type="checkbox"/> No impact – restructure within existing funds</li><li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li></ul>
--	--	--

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11/12/19**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title Library Technician II</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00581</p> <p>FTE 1.0</p> <p>Department LRC – GC College Library</p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> This position provides a variety of technical duties related to public service, circulation, and cataloging resources in a community college library.</li> <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>o Position vacant due to an internal candidate's promotion (October 9, 2019)</li> </ul> </li> <li><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):             <ol style="list-style-type: none"> <li>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</li> <li>b. Essential supervision – this position recruits, interviews and trains hourly employee</li> </ol> </li> <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. Specify whether the position is included or not included in the current budget-Yes.</li> <li>b. Key code and Object code 1341003-2110s</li> <li>c. Fiscal Impact: - No impact – filling a position due to advancement of current Lib Tech II; Salary: \$42.060 plus benefits (28 / A))</li> <li>d. RAF impact (check one):                 <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ol> </li> </ol>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11.12.19**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title  <b>Production Technician, PVAC</b></p> <p>Unit/Classification  <b>CSEA/??</b></p> <p>Position #</p> <p>FTE: <b>1.0</b></p> <p>Department  <b>Division of Arts, Languages, &amp; Communication</b></p>	<p><b>1. What will the position do?</b>            Under the direction of an assigned supervisor, perform a variety of technical and specialized duties related to the set-up, operation, and maintenance of the Grossmont College Performance and Visual Arts Center (PVAC) and related areas; coordinate non-instructional set construction, lighting design, sound/video engineering, and other related technical components of the PVAC</p> <p><b>2. Current status of position?</b>  <input type="radio"/> This is a new position.</p> <p><b>3. Strategic Staffing Rationale</b>            Please address at least one of the following items when answering the questions below (provide specific details):</p> <p><b>Critical threshold of educational or support services:</b> This is a new position that is needed to help with the operation and maintenance of the new PVAC building. The PVAC building will serve both the campus community and the local community at large. The production technician is needed to ensure that the state-of-the-art equipment and technology is operated properly and according to safety regulations.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Position is included in the 2019-2020 budget</p> <p>b. Key code and Object code: 1375401-1110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount: \$64,277 plus benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input 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>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11.12.19**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Interim Vice President for Student Services</b></p> <p>Unit/Classification:  <b>Confidential Management</b></p> <p>Position #:  <b>MG-00024</b></p> <p>FTE: <b>1.0</b></p> <p>Department:  <b>Student Services</b></p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>○ This position serves as the chief officer of student services for Grossmont College and is responsible for the administrative oversight of all student services departments and programs.</li> </ul> </li>   <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>○ The current Vice President, Student Services has been selected to serve as the Interim President at Miramar College and will be absent on an interagency loan between 11/20/19 and 6/30/2020. This strategic hire request is to fill the vacancy created by that absence.</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale</b>            Please address at least one of the following items when answering the questions below (provide specific details):           <ol style="list-style-type: none"> <li>a. This position is necessary for maintaining critical threshold of educational and support services. In addition with compliance (Education Code, Title 5) and accreditation.</li> </ol> </li>   <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. Specify whether the position is included or not included in the current budget: <b>This position is included in the current budget.</b></li> <li>b. Key code and Object code: <b>1326001 1250</b></li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount: <b>\$136,308 MF12/Step B</b></li> <li>ii. <b>Includes benefits</b></li> </ol> </li> <li>d. RAF impact (check one):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> <b>No impact – replacement (vacant one year or less)</b></li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ol> </li> </ol>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11/12/19**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title Director, Payroll</p> <p>Unit/Classification M-08</p> <p>Position # MG-00173</p> <p>FTE 1.0</p> <p>Department Payroll</p>	<p><b>1. What will the position do?</b> Under the direction of the assigned manager, independently plan, organize and direct all District payroll services and operations; efficiently plan, organize and supervise payroll activities and retirement processing; perform a variety of complex and specialized duties related to payroll functions and recordkeeping for District personnel.</p> <p><b>2. Current status of position?</b> Filled – vacant after 11/01/19</p> <p><b>3. Strategic Staffing Rationale</b> Replacement for vacancy</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Included in the current budget</p> <p>b. Key code and Object code 1117101-2140</p> <p>c. Fiscal Impact: none</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>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**11/12/19**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title District Projects Supervisor</p> <p>Unit/Classification S-I</p> <p>Position # Z-00005282</p> <p>FTE 1.0</p> <p>Department Human Resources</p>	<p><b>1. What will the position do?</b> Under the direction of assigned supervisor, perform a variety of specialized and supervisory duties in the development and preparation of various special projects, including but not limited to coordinating and facilitating training, scheduling, planning, implementing, testing, designing and developing publications and other marketing materials, and related instructional tools; supervise and lead projects including project personnel.</p> <p><b>2. Current status of position?</b> Vacant</p> <p><b>3. Strategic Staffing Rationale</b> Replacement for vacancy</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Included in the current budget</p> <p>b. Key code and Object code 1114501-2120</p> <p>c. Fiscal Impact: none</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>