

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

09/3/2019

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Admissions & Records Assistant</p> <p>Unit/Classification CSEA/CL-25</p> <p>Position # CL-00272</p> <p>FTE 1.0</p> <p>Department Admissions & Records</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> o Process all incoming transcripts o Process and image all A&R forms o Enrollment Verifications 2. Current status of position? <ul style="list-style-type: none"> o Filling a vacancy – As a result of employee promotion 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. Critical threshold of educational or support services – The Admissions & Records Assistant provides key student services and support to the daily operations of the A&R office. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code: 1433096-2110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: \$38,496 plus 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

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

07/31/2019

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Admissions & Records Specialist (Residency)</p> <p>Unit/Classification CSEA/CL-32</p> <p>Position # CL-00079</p> <p>FTE 1.0</p> <p>Department Admissions & Records</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Review all incoming applications to identify students flagged with non-resident status ○ Communicate with students flagged as non-resident to coordinate the collection of documents required to clear residency ○ Assist students at the front counter and with all general A&R processes <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to promotion position at Grossmont College – Replacement position. <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="padding-left: 40px;">This position is a critical threshold of educational or support services – Residency is a critical function of Admissions & Records processes.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. This position is included in the current budget b. Key code and Object code: 1432001-2110 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount – \$47,340 plus 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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Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title FINANCIAL AID ASSISTANT</p> <p>Unit/Classification CSEA/CL-25</p> <p>Position # CL-00425</p> <p>FTE = 1.0</p> <p>Department FINANCIAL AID</p>	<ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> • The Assistant is the main front line customer service representative to ensure adequate office coverage is available to service students • The Assistant provides information and assistance to students on the financial aid process, applications, forms, and educates students on financial aid in general. This is done generally at the front counter, on the phone, outreach events, and in workshops. • The Assistant reviews forms submitted by students for accuracy and completeness, scans and links documents, and completes student request forms from the county. • Current status of position? <ul style="list-style-type: none"> • Filling a vacancy that was created when the former FA Assistant was hired as the FA Assistant Senior in July 2019. • Strategic Staffing Rationale • Legal mandates & Critical threshold of educational or support services <ul style="list-style-type: none"> • This position is critical in making sure we are guiding students through the financial aid process. • The department is required to be properly staffed to be able to administer financial aid in a timely manner and this position is a vital link in this process. • Budget Impact – Identify the Following: <ul style="list-style-type: none"> • The position is included in the current budget • Key code and Object code: 1431091-2110 • Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount: \$38,496 plus benefits • 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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Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Ornamental Horticulture Assistant, Senior</p> <p>Unit/Classification: CSEA/CL-31</p> <p>Position # IA-00119</p> <p>FTE 1.0</p> <p>Department: Ornamental Horticulture</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> • Under the direction of an assigned supervisor, perform a variety of specialized duties in the operation and maintenance of the ornamental horticulture facilities including a storeroom, retail store, greenhouse, shade house and other growing areas, landscaping, and turf areas. Assist in all plant care activities, lab activities, assist in landscape, design and plant selection; install, maintain, and repair irrigation systems; application of toxic chemicals for pest, disease and weed control and other department functions. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to retirement – Replacement position. <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. This position is critical in the support for the ornamental horticulture area. <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 1462201-2210 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount: \$45,960 plus 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 type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Specialty Lab Technician III – Theater Production Design</p> <p>Unit/Classification: CSEA/CL-32</p> <p>Position # IA-00111</p> <p>FTE: 1.0</p> <p>Department: Learning & Technology Resources</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Operate equipment including lighting and sound systems, technical theatre applications and scene shop tools. ○ Design and set-up lighting and sound for a variety of productions. ○ Provide information and recommendations concerning theatre facility operation and upkeep; ○ Maintain records related to theatre facility equipment, theatre lighting and sound supplies, and lighting and sound expenditures. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due internal promotion. – Replacement position <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>Critical threshold of educational or support services: This position is the main technical support for the Theatre and Digital Theatre, which houses all events for the Performing Arts department as well as any other community events scheduled in the Theatre.</p> <p>Essential supervision: This position is often the only position available to oversee events in the Theatre and Digital Theatre. This includes ensuring the event needs are met in terms of lighting and sound, but also in terms of ensuring safety and good order of the equipment and facility.</p> <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: 1442001-2210 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount: \$47,340 plus 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 type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Student Services Specialist</p> <p>Unit/Classification CSEA/CL-28</p> <p>Position # CL-00485</p> <p>FTE: 1.0</p> <p>Department: Student Affairs</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Provide essential administrative support for the Office of Student Affairs, i.e. Associated Students, Welcome Week, Diversity Dialogues, Cultural Competency, Cross Cultural Center, Title IX, Student Discipline, Commencement, and Student Engagement & Validation events. ○ Provide logistical support for engagement activities within Student Affairs. ○ Complete all purchase requests and other forms necessary to support Student Affairs programs and services. ○ Process all contracts for Student Affairs and other engagement events. ○ Provide logistical support to the Associated Student Government and Student Organizations. ○ Coordinate student travel paperwork and other required forms for Associated Student Government travel. ○ Provide clerical support for student conduct, grievance, student complaints, and student grievance & hearing board matters. ○ Support daily functions of the Student Affairs Office. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to resignation – Replacement position. <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"> • Critical threshold of educational or support services. This position is critical to support the daily functions of Student Affairs. <p>With the fall semester starting soon, this is an extremely busy time for Student Affairs, and we need a Student Services Specialist in the office. It is essential to have the Student Services Specialist assisting with the clerical functions for the Student Affairs office and providing assistance with the logistics for all student engagement events. Since the Dean of Student Affairs is the only other staff member in the Student Affairs office, it is critical to have the Student Services Specialist in the office to be the first point of contact and manage the daily functions of the office. Without this position, we wouldn't have anyone serving in this role and it would be difficult to coordinate the campus events and manage the functions of the office. As a result of student crisis and student conduct matters, we need to have the Student Services Specialist in the office.</p>

		<p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none">a. The position is included in the current budgetb. Key code and Object code: 1436001-2110c. Fiscal Impact:<ul style="list-style-type: none">i. Salary amount: \$42,060 plus benefitsd. 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 type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Tutoring Center Specialist</p> <p>Unit/Classification: CSEA/CL-32</p> <p>Position # CL-00566</p> <p>FTE: 1.0</p> <p>12 months</p> <p>Department: Learning & Technology Resources - Tutoring</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Organize and coordinate the day-to-day operations of assigned tutoring centers ○ Provide direction to hourly personnel and student workers as assigned; prepare weekly schedules for tutors and the master schedule for the semester. ○ Assist in recruiting, interviewing, evaluating, hiring, and training of part-time tutors and clerical workers; prepare employment forms; monitor hours and schedules to ensure center coverage. 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy. Replacement position. 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ul style="list-style-type: none"> ○ Critical threshold of educational or support services: The need for tutorial services is clear if we are to support the Strategic Plan, Student Equity plan, Guided Pathways and overall student success. The most important duty of this position would be to provide coordination and supervision of tutors during hours of operation. ○ Essential operations and supervision: This position is critical to ensuring daily oversight for assigned centers. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code: 1425801-2110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: \$47,340 plus 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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9/3/2019

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Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Athletic Field Maintenance Worker</p> <p>Unit/Classification: CSEA/CL-26</p> <p>Position # CL-00246</p> <p>FTE: - 1.0</p> <p>Department: Grounds Maintenance</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> • Prepare & maintain athletic fields, surrounding landscape areas and facilities • Mark athletic play areas with appropriate marking materials or equipment • Clean & maintain athletic fields, facilities and related areas • Assist in the maintenance and repair of irrigation systems • Perform outdoor pest, inset and weed control • Perform a variety of grounds maintenance duties including preparing and cultivating soil, fertilizing, mowing, edging, trimming, weeding, pruning and other activities. <p>2. Current status of position? Filling a vacancy – As a result of employee resignation</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>a. Health and safety priorities: Health and safety priorities - Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p> <p>b. Critical threshold of educational or support services</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included in the current budget</p> <p>b. Key code and Object code 1427701-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount: \$39,648 plus 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
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Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Business Services Supervisor</p> <p>Unit/Classification: AA/S-F</p> <p>Position # TBD</p> <p>FTE: - 1.0</p> <p>Department: Business Services</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> • Organize, coordinate and oversee the day-to-day activities of the business office to ensure that assigned duties are performed in a timely and efficient manners. • Supervise, train, and evaluate the performance of staff. • Assign and review work. Develop and prepare work schedules, organize, coordinate and participate in duties and assignments to ensure effective department operations. • Provide support to campus personnel on budget preparation and related issues. • Review the preparation of forms. • Provide technical expertise and respond to questions from administrators, faculty and staff regarding business services <p>2. Current status of position? The Administrative Assistant I/Word Processing position will become vacant on 10/30/2019 due to retirement. Based on the institutional and the department needs, this position will be defunded and a Business Services Supervisor position will be created to better fit the institutional needs. There will be no fiscal impact.</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ol style="list-style-type: none"> a. Critical threshold of support services b. Essential supervision <p>4. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code 1427502-2120 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: \$53,860 plus benefits d. 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 _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input checked="" 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 type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Custodian</p> <p>Unit/Classification: CSEA/CL-20</p> <p>Position # CL-00649</p> <p>FTE: - 1.0</p> <p>Department: Cuyamaca Facilities Operations</p>	<p>1. What will the position do? Under the direction of the Custodial Supervisor, maintain an assigned group of classrooms, offices and related facilities in a clean and orderly manner. Incumbents provide work direction and guidance to other custodial operations personnel and participate in operations and custodial duties, or work independently at an assigned location.</p> <p>2. Current status of position? Filling a vacancy – As a result of employee 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>a. Health and safety priorities: Health and safety priorities - Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p> <p>b. Critical threshold of educational or support services</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included in the current budget</p> <p>b. Key code and Object code 1427601-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount: \$33,204 plus 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

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9/3/2019

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Graphic Designer</p> <p>Unit/Classification: CSEA/CL-36</p> <p>Position # TBD</p> <p>FTE: - 1.0</p> <p>Department: Graphics</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> • Plan, design & prepare finished artwork using a variety of media • Designs and prepares original logos, drawings, technical illustrations, and graphs • Originates & coordinates production of instructional & promotional projects • Meet with outside vendors and suppliers to discuss job specifications for projects • Schedules & coordinates projects which includes: photo shoots, copywriting, printing, signage & graphic design • Design cover art and contents of brochures, catalogs, pamphlets & promotional materials • Design and prepare interior and exterior signs <p>2. Current status of position? This is a replacement for the Graphics Coordinator position which will become vacant on 8/30/2019 due to retirement. This position is being restructured as a Graphic Designer position to better fit the institutional needs.</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>a. Critical threshold of educational or support services</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included in the current budget</p> <p>b. Key code and Object code 1428301-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount: \$53,280 plus benefits</p> <p>d. RAF impact (check one):</p> <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 _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input checked="" 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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STRATEGIC HIRE REQUEST

7/31/19

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Custodian</p> <p>Unit/Classification CL-20 Step B</p> <p>Position # CL-00208</p> <p>FTE 1.0</p> <p>Department: Custodial Services</p>	<p>1. What will the position do? Under the direction of an assigned supervisor, maintain campus classrooms, offices, and related assigned facilities in a clean and sanitary condition.</p> <p>2. Current status of position? Filling a vacancy due to employee resigning.</p> <p>3. Strategic Staffing Rationale</p> <p>Health and safety priorities - Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations Critical threshold of support services</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Specify whether the position is included or 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, Step B, \$33,204</p> <p>ii. Includes benefits \$16,270</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**

Date September 3, 2019

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title – Director of Student Development</p> <p>Unit/Classification - Administrator</p> <p>Position #10-00007</p> <p>FTE – 1.0</p> <p>Department – Student Affairs</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> • Plan, develop and implement an annual calendar of events, programs, and activities to enhance the quality of student life at Grossmont College • Assist with the advising of ASGC • Advise the Inter-Club (ICC) during bi-weekly meetings • Assist with judicial affairs or student grievance cases assigned by the Dean of Student Affairs • Assist with the planning & coordination of annual student leadership retreats and programming • Serve as a consultant for faculty advisors to clubs, student organizations, and other campus departments seeking support in general event planning • Coordinate student programming related to clubs and organizations • Plan and coordinate information tables during orientation • Assist in coordination of the Grossmont College Commencement Ceremony • Attend conferences with students when required • Assist with student awards ceremonies <p>2. Current status of position?</p> <p>X Filling a vacancy</p> <ul style="list-style-type: none"> • Filling a restructured vacancy with a new job title • Requesting a new position <p>3. Strategic Staffing Rationale</p> <p>Please address at least one of the following items when answering the questions below (provide specific details):</p> <ol style="list-style-type: none"> a. Legal mandates - Assists with judicial affairs and student grievance cases b. Accreditation requirements c. Health and safety priorities d. Critical threshold of educational or support services - Provides support and guidance to faculty and campus departments addressing student leadership and programming e. Essential supervision <p>4. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget – This position is included in the current budget. b. Key code and Object code – 1336001-1240 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount - Grade M6, Step B \$91,463 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

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

8/28/19

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Administrative Assistant 1</p> <p>Unit/Classification: CSEA</p> <p>Position #: <i>pending</i></p> <p>FTE: 1</p> <p>Department: Human Resources</p>	<p>1. What will the position do? Position provides administrative support duties for Human Resources (Professional Development team and Recruiters), including:</p> <ul style="list-style-type: none"> • Organize and manage the day-to-day activities • Greet office visitors, answer telephone calls, screen and direct calls and visitors to appropriate personnel. • Prepare and review routine correspondence, records, and other documents for accuracy. • Order and maintain office supplies; schedule maintenance and repair of equipment. • Maintain a variety of records, logs and files related to assigned functions. <p>2. Current status of position? New position</p> <p>3. Strategic Staffing Rationale</p> <p>This position provides critical support to the Recruitment and Professional Development team.</p> <p>4. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> a. This position is included in the current budget b. Key code and Object code: 1114501-2130 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: \$37,488 + benefits d. 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 _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input checked="" type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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

7/9/19

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Administrative Assistant IV CL-34 Position # CL-00511 FTE – 1 District Services	<p>1. What will the position do? This position provides administrative support to the AVC of Business Services. This position reviews and enters journals and budget amendments, reviews and processes transfers for District Services procurement card statements, analyzes and reconciles various SmartKey activity, assists with the preparation of budget materials, assists with preparation of schedules and communications with the auditors, maintains and updates information on the District's Intranet site, maintains various reports for certain governance committees, and greets visitors to the District Services Business Office.</p> <p>2. Current status of position? Vacancy</p> <p>3. Strategic Staffing Rationale: This position will provide a critical threshold of services in financial operations, District Services, and Budget.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Position is included in current budget b. SmartKey/Object Code: 1117501-2110 c. Fiscal Impact: \$50,220 plus 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

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

7/31/2019

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Campus and Parking Services Specialist</p> <p>Unit/Classification: CL 30</p> <p>Position #: CL-00573</p> <p>FTE: 1.0</p> <p>Department: CAPS</p>	<p>1. What will the position do? The position will provide vehicle and foot patrol of campus. They shall respond to calls for service such as traffic control, unlocking rooms, minor automobile assistance, safety escorts to faculty, staff and students. In addition, the CAPS specialist shall issue parking citations, observe and report acts of vandalism, thefts and unusual behavior and intrusions to buildings, property and adjacent areas to district police or local law enforcement.</p> <p>2. Current status of position? Filling a vacancy which was currently vacated.</p> <p>3. Strategic Staffing Rationale Critical threshold of educational or support services. This key service position was recently vacated by another employee.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Budget Impact: Position is included in the budget</p> <p>b. SmartKey and Object code: 1119091/1119400-2110</p> <p>c. Fiscal Impact:</p> <p>i. Grade 30 Step B, \$3,719</p> <p>ii. Plus 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

8/28/19

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Campus and Parking Services Supervisor</p> <p>Unit/Classification: S-G Step B</p> <p>Position #: New-Pending</p> <p>FTE: 1.0</p> <p>Department: CAPS</p>	<p>1. What will the position do? The position will serve as the first-line supervisor over Campus and Parking Services (CAPS) department providing direct supervision to staff on daily operations during an assigned shift. Assignments can be on a day, evening, or midnight shift, and includes weekends. Provide training, teaching, and evaluating the progress of assigned employees. Provide supervision of, and support to, staff in special assignments such as research.</p> <p>2. Current status of position? New Supervisor funded by recent vacancy of the CAPS Lead.</p> <p>3. Strategic Staffing Rationale Critical threshold of educational or support services. This key service position was recently vacated by another employee.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Budget Impact: Position is included in the budget</p> <p>b. SmartKey and Object code: 1119091/1119400-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount \$69,366</p> <p>ii. 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 checked="" 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>