

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**6/27/2019**

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>Specialty Lab Technician II</b></p> <p>Unit/Classification:  <b>CSEA/CL-25</b></p> <p>Position #:  <b>IA-00115</b></p> <p>FTE: <b>.475</b></p> <p>Department:  <b>ARTS, HUMANITIES, &amp; SOCIAL SCIENCES</b></p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>○ Assist instructors or other college support staff in preparation of instructional materials or equipment for classrooms and labs</li> <li>○ Provide assistance in instructional environment to ensure proper care of instructional materials and equipment.</li> <li>○ Operate computers, terminals, printers, and specialized equipment for area of assignment.</li> <li>○ Maintain departmental area(s) in a safe, clean, and orderly condition; assure compliance with established safety procedures and regulations.</li> </ul> </li>   <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy due to resignation. This is a replacement.</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):             This position is essential to maintain a critical threshold of educational services for the English department.         </li>   <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. This position is included in the current budget.</li> <li>b. Key code and Object: <b>1450805-2217</b></li> <li>c. Fiscal Impact: <b>\$15,238 plus payroll taxes</b></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**

**6/24/19**

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>ADMINISTRATIVE ASSISTANT III</b></p> <p>Unit/Classification  <b>CSEA</b></p> <p>Position  <b>#CL- 00495</b></p> <p>FTE <b>1.0</b></p> <p>Department  <b>COUNSELING 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>○ Under the direction of an M-10 through M-11 level administrator, perform a variety of difficult and often complex specialized and responsible secretarial and administrative assistant duties to relieve the administrator of operational detail.</li> </ul> </li>   <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy</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 – Prepare and review routine correspondence, records, and other documents in conformance to established rules and regulations. Prepare agenda items, take and transcribe meeting minutes and distribute to appropriate personnel. Establish and maintain a variety of records, logs, and files related to assigned functions. Follow district and department policies and procedures. Perform a variety of duties in support of special events, research, and other special projects. Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; and coordinate activities and resolve problems.</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 in the current budget</li> <li>b. Key code and Object code – 1333005-2110</li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount \$45,528 (Range 32/ Step B)</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**

**July 8, 2019**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p><u>Position Title</u> Health Services Registered Nurse</p> <p><u>Unit</u> CSEA</p> <p><u>Position #</u> CL-00345</p> <p><u>FTE</u> 1.0 (12 month)</p> <p><u>Department</u> Student Health Services</p>	<p><b>1. What will the position do?</b> A nurse performs health and wellness exams, disease prevention counseling, and health education and provides resources and health information to all students. The nurse provides direct nursing and urgent care and consults with other health care providers to solve difficult patient care problems. The nurse promotes health and wellness ideals while facilitating access to the health care system. The nurse serves as a clinical expert who utilizes specialized knowledge with skill and competency in the delivery of safe individualized care. The nurse responds to injuries, medical needs and mental health situations on campus, in the classroom and in Health Services. With health promotion, intervention and empowerment a student is able to remain in class and participate fully.</p> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>o New position (vacated in 2015)</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>• <i>Legal mandates:</i> The Education Code and/or Board of Registered Nursing lists the required nurse functions to be performed by a licensed Registered Nurse. The Health Services Nurse is essential for providing first aid, health assessment and treatment, mental health counseling and crisis intervention and referrals, health education, and community partnerships (HSACCC Position Statement 3-2010). Health Services must provide health services to <i>all</i> students enrolled by Grossmont College who have paid the Health Fee. Health Services must have sufficient Registered Nurse staff to serve a student population of more than 18,500 students on campus and on-line. Health Services needs to provide services that allow access by all students.</li> <li>• <i>Health and safety priorities:</i> The nurse must follow the standards and laws established by the California Registered Board of Nursing which remain high in the national nursing standards. Nursing care standards will be maintained at a high level by the input of our contracted physician. Student Health Services works to maintain appropriate liability insurance. Student Health services ensures proper operation of the campus servicing a resource to emergency planning operations and often as the first place for assessment of a student by a health care professional after injury.</li> <li>• <i>Critical threshold of educational or support services:</i> Student Health Services supports student health and well-being enabling our students to fully engage and complete their educational goals. Currently we are serving our 19,000 plus students with one full time</li> </ul>

		<p>Supervisor, who sees an average of 500 students/year, one full time Registered Nurse, who sees an average of 1550 students per year and one full time Health Specialist who has contact with 1500 students through outreach programming and activities. The National Association of School Nurses recommends a registered nurse to student ratio of 1:750 for students in the general population although a 1:1 ratio may be necessary for emergency or high acuity students.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>• Student Health Services budget is restricted and does allow for the funding of the position.</li> <li>• Key code and Object code: 13344091-2000 Classified Salaries</li> <li>• Fiscal Impact: <ul style="list-style-type: none"> <li>i. Salary amount <a href="#">Salary Range 45</a> - CSEA salary schedule monthly \$5794 (Step B) plus Benefits</li> </ul> </li> <li>• 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 checked="" type="checkbox"/> No impact – funded by <u>Health Services</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> </li> </ul>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**6/17/19**

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: <b>Clerical Assistant</b></p> <p>Unit/Classification: <b>CSEA/CL-23</b></p> <p>Position # CL-00439</p> <p>FTE: <b>1.0</b></p> <p>Department: <b>Information Technology</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ This position will provide clerical support for the Information Technology department. Office support staff is critical for day to day operations of the department.</li> <li>○ This position performs a variety of time-sensitive and detailed clerical duties such as preparation of purchase requests, contract renewals and vendor invoice processing.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Filling a vacancy due to resignation</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>This position is essential to the operations of the Information Technology department to maintain a critical threshold of educational and support services.</p> <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: Included</li> <li>b. Key code and Object code: 1113501-2110</li> <li>c. Fiscal Impact:             <ul style="list-style-type: none"> <li>i. Salary amount \$36,288 + Benefits</li> <li>ii. Includes benefits, or not: Includes</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>