

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**10/7/2019**

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>Grounds Maintenance Worker</b></p> <p>Unit/Classification  <b>CSEA/CL-24</b></p> <p>Position #  <b>CL-00693</b></p> <p>FTE: <b>1.00</b></p> <p>Department:  <b>Grounds</b></p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b>              Under the direction of an assigned supervisor, perform general grounds maintenance duties on district grounds including landscaped areas, athletic fields and related facilities.</li> <li><b>2. Current status of position?</b>              Filling a vacancy due to probationary release</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. Health and safety priorities</li> <li>b. Critical threshold of educational or support services</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>1427701-2110</b></li> <li>c. Fiscal Impact:                 <ol style="list-style-type: none"> <li>i. Salary amount : <b>\$37,368 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 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>

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<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</b></p> <p>Unit/Classification <b>CSEA/CL-32</b></p> <p>Position # <b>TBD</b></p> <p>FTE: <b>1.00</b> <b>12 months</b></p> <p>Department: <b>Math, Science and Engineering</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>• Lab set up and tear down of Chemistry and Biology labs</li> <li>• Maintenance of equipment</li> <li>• Ordering of materials</li> <li>• Initially this person will be ordering, moving and setting up all supplies and equipment for the two new labs</li> </ul> <p><b>2. Current status of position?</b> This is a new position to support two new Chemistry and Biology labs. This position was number 1 on the classified staffing ranked list generated from 2018-2019 program review requests.</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> <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 Biology and Chemistry instruction. This person will also assure that we maintain compliance with OSHA.</li> <li>• Critical threshold of educational or support services – This position supports the Biology and Chemistry department educational programs by setting up labs for classes, ensuring that all supplies are available and appropriately stored, and that all safety measures are followed.</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>• The position is included in the current budget</li> <li>• Key code and Object code: <b>1455401-2210</b></li> <li>• Fiscal Impact:             <ul style="list-style-type: none"> <li>i. Salary amount : <b>\$47,340 plus benefits</b></li> </ul> </li> <li>• RAF impact (check one):             <ul style="list-style-type: none"> <li><input checked="" 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> </ul>

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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>Program Specialist – NextUp</b></p> <p>Unit/Classification  <b>CSE/CL-34</b></p> <p>Position #  <b>TBD</b></p> <p>FTE  <b>1.00</b></p> <p>Department  <b>EOPS/CARE/NextUp</b></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 NextUp Program according to the State Chancellors Office and Title V. Oversee the implementation of policies and procedures of the NextUp Program.</li> <li>• Design and develop student database record sets, manage data for program reports and state MIS reports.</li> <li>• Provide technical assistance and information to students regarding records, financial aid, book accounts, registration, NextUp requirements, graduation requirements, transfer requirements, and selected major requirements.</li> <li>• Explain college and 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.</li> <li>• Produce and maintain web pages, brochures, flyers, booklets and other material, which support assigned area.</li> </ul> <p><b>2. Current status of position?</b>            The original CAYFES grant called for a Program Assistant position. Since at that time, the funds were considered as one-time funds for three years, the position was hired through the Foundation. Now that the program has become a categorical program and is on-going, the College would like to institutionalize the position and continue to fund the position with NextUp.</p> <p><b>3. Strategic Staffing Rationale</b></p> <p>a. Critical threshold of educational or support services: This is vital for continued funding, sufficient staffing to support outreach, retention, and overall coordination of the NextUp program. Currently, the Cuyamaca NextUp/CAYFES program has an on-going allocation based on the number of students served.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. The position is included in the current budget</p> <p>b. Key code and Object code: <b>1435695-2110</b></p> <p>c. Fiscal Impact:</p> <p>i. Salary amount: <b>\$50,220 plus benefits</b></p> <p>d. RAF impact (check one):</p> <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>NextUp</u> Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input checked="" 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**

October 7, 2019

Date

Site	Position	Justification
GC	Administrative Assistant III CL-00508 FTE - 1 Student Affairs	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> <ul style="list-style-type: none"> <li>○ This position serves as the primary point of contact for the Office of Student Affairs and Dean of Student Affairs. The position acts as the Dean's liaison with District administrators, staff, faculty, students and the public, coordinating resolutions to issues, problems, and complaints as appropriate</li> <li>○ The position answers telephones, greets the public, including usage of Free Speech Zones; provides routine information and assistance to callers, takes messages or refer calls or visitors to appropriate personnel; schedules appointments for students, faculty or the public as appropriate.</li> <li>○ This position performs a variety of time-sensitive and detailed clerical duties such as preparation and maintenance of student discipline, grievance and Title IX correspondence and files.</li> <li>○ The position facilitates purchasing, memoranda, reports, requisitions, forms, agendas and minutes and other materials, as well as recording and tracking information from a variety of sources.</li> </ul> </li> <li>• <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy due to resignation</li> </ul> </li> <li>• <b>Strategic Staffing Rationale</b> <ul style="list-style-type: none"> <li>○ <i>Legal Mandates:</i> This position is critical to meet the minimum critical threshold of support services. The Student Affairs Office is open to the public from 9am-5pm Monday through Thursday and 8am-1pm Friday. The Administrative Assistant III provides support to the Dean of Student Affairs, as well as all of the key functions of the Student Affairs, including the following mandates:                             <ul style="list-style-type: none"> <li>■ Constitution Day (Congressional Initiative [Federal Register: May 24, 2005 (Volume 70, Number 99)])</li> <li>■ Sexual Harassment &amp; Discrimination (Title IX Education Amendments of 1972, Title VII Civil Rights Act, GCCCD GB Policy 3430)</li> <li>■ Student Due Process (Ed Code 66300) 14th Amendment</li> <li>■ Grievances (Ed Code 76221) 14th Amendment</li> <li>■ Freedom of Speech (Ed Code 76120)</li> </ul> </li> <li>○ <i>Accreditation Requirements:</i> To provide appropriate, comprehensive, and reliable services to students.</li> <li>○ <i>Health and Safety Priorities:</i> <ul style="list-style-type: none"> <li>■ Reduce student and staff anxiety by ensuring uninterrupted services to students</li> <li>■ Helps ensure safety protocols are met during evening hours.</li> </ul> </li> <li>○ <i>Critical Threshold of Educational or Support Services:</i></li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>■ Due to program's workload, high demand and minimal staffing, other staff is required to compensate for lack of availability and has caused additional stress on already heavy workloads</li> <li>■ Need to fill this position permanently to provide consistency in service and supervision.</li> <li>○ <i>Essential Supervision</i>: Employee carries high responsibility in assisting the Dean of Student Affairs in ensuring timely and complaint processes.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ This position is in the current department budget and funded from unrestricted funds. Range 32, Step B- \$47,340 plus benefits</li> <li>○ Keycode and Object – 1336001-2117</li> <li>○ Fiscal Impact – no impact</li> <li>○ RAF impact –no impact</li> </ul> </li> </ul>
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