

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

Jan. 15, 2020

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Administrative Assistant I</p> <p>Unit/Classification CSEA 26 A-E</p> <p>Position # CL00586</p> <p>FTE 1.0</p> <p>Department Administration of Justice (AOJ)</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Replace Kathy Sentz, Admin Assist I in the AOJ Dept, who is retiring; last day April 10, 2020. 2. Current status of position? <ul style="list-style-type: none"> ○ <u>Filling a vacancy</u> ○ Filling a restructured vacancy with a new job title ○ Requesting a new position 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. Legal mandates b. Accreditation requirements – This position conducts database entries and follows accreditation requirements for various state-certified courses including the Police Academy, Corrections Academy, Security Academy, Dispatch course, and specialized state-certified courses. c. Health and safety priorities d. Critical threshold of educational or support services – Several courses in the AOJ Dept would not be offered without this position due to the database entries for the state-certified courses. Faculty, staff, and students would not be supported and the department coordinator would be taking on responsibilities that are non-contractual. e. Essential supervision 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget – Included in current budget b. Key code and Object code 1370801-2110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$3,124 - \$3,907 per month 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**

1/6/2020

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: CDC Assistant Sr.</p> <p>Unit/Classification: 24</p> <p>Position: # IA- 00100</p> <p>FTE: .90</p> <p>Department: CDC</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> o Classroom management: plan environment and curriculum, engage children for learning during individual and group activities, support staff duties, work with lab students on college coursework evaluate assignments. o Manage classroom staff for constant supervision, completion of classroom routines and proper ratios. Complete observation, documentation, and all required assessments and child level outcomes. o Provide parent/teacher conferences twice yearly, participate in monthly staff meetings, guide and train student workers and learners. 2. Current status of position? <ul style="list-style-type: none"> o Filling a vacancy 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. Legal mandates: As per Title V regulations, section 18290 student teacher ratios must be maintained. Children must be visually supervised at all times (even in restroom and while napping) Title 22 regulations, Section 101229. b. Health and safety priorities: the health and safety of the children must be continually observed. Children must be inspected daily for illness. Active supervision is a requirement for all CDC grants: CDE, WestED, and Head Start. c. Essential supervision: A high quality teaching staff provides examples of best practices in care and early education for the children and role modeling and mentorship for our Child Development instructional programs for students. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. This position is included in the budget. Key code: 1371591 and Object code:2210 b. Fiscal Impact: <ol style="list-style-type: none"> i. \$26, 739.00 ii. Includes benefits c. 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 checked="" type="checkbox"/> No impact – funded by <u>General Childcare and Head Start grants</u> 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

January 9, 2020

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Custodial Supervisor</p> <p>Unit/Classification Administrator's Association</p> <p>Position # SU-00029</p> <p>FTE 1.0</p> <p>Department Facilities, Maintenance and Operations.</p>	<ol style="list-style-type: none"> 1. What will the position do? Under the direction of an assigned manager, perform a variety of responsible duties in the supervision of custodial services; organize, schedule, and assign and review custodial work; supervise and evaluate the performance of assigned staff. 2. Current status of position? <ul style="list-style-type: none"> o Filling a vacancy due to 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. Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations b. Essential supervision c. Critical threshold of support services 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget b. Key code and Object code c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$59,877 ii. Includes benefits - yes 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**

1/15/2020

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Financial Aid Assistant</p> <p>Unit/Classification Range 25</p> <p>Position # CL-00039</p> <p>FTE 1</p> <p>Department Financial Aid 1331001-2110</p>	<p>1. What will the position do? This position performs specialized clerical duties and provides technical assistance in support of financial aid programs and services.</p> <ul style="list-style-type: none"> ○ Work closely with students to provide assistance with completion of forms and applications; requirements and restrictions; review completed forms for accuracy and completeness and process application ○ Verify supporting documentation ○ Operate and trouble shoot scanner hardware and software ○ Answer incoming calls; explain departmental policies, procedures and functions ○ Read, interpret and apply knowledge regarding regulations, policies and procedures related to student financial aid programs. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to an internal promotion. <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 – providing services to our most needy students</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Specify whether the position is included or not included in the current budget. Yes, the position is currently in the budget</p> <p>b. Key code and Object code 1331001-2110</p> <p>c. Fiscal Impact: Salary Range 25</p> <ul style="list-style-type: none"> i. Salary amount Step A \$36,396 – Step B \$38,496 ii. Includes benefits <p>d. RAF impact (check one):</p> <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

January 22, 2020

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Financial Aid Assistant, Sr.</p> <p>CSEA</p> <p>Position # CL-00613</p> <p>1.0 FTE</p> <p>Financial Aid Department</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ This position processes campus wide requests for federal work-study and coordinates placement of all positions with departments, faculty and HR. Also determines initial eligibility for federal Direct Loan and coordinates the required monthly reconciliation of the Direct loan program. Also advises students and parents concerning debt management, default prevention and other loan counseling issues. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to internal promotion. <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>Legal Mandates & Critical threshold of educational services – the Grossmont College Financial Aid office processes over 20,000 applications each year and awards more than 30 million dollars in federal, state and institutional aid. This position is crucial to maintaining critical support services offered directly to our neediest students and to meet continued legal requirements for coordination and implementation of the federal Work-study and Direct Loan programs.</p> <ul style="list-style-type: none"> a. Legal mandates b. Accreditation requirements c. Health and safety priorities d. Critical threshold of educational or support services e. Essential supervision <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position and funding are currently included in this year’s budget. b. Key code and Object code: 1331001 Unrestricted General Funds. c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount: \$40,836 at Step B plus \$20,010 in benefits for a total of \$60,846. 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

11/22/19

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Health Professions Specialist</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00631 Range 28</p> <p>FTE 60%</p> <p>Department AHN division</p>	<p>1. What will the position do? Working together with Allied Health & Nursing Program Directors I organize and manage day- to-day office activities to assure efficient and effective operations. I assist with preparation and tracking of budget materials and requisitions.</p> <ul style="list-style-type: none"> ▪ Process highly technical compliance paperwork for students to participate in clinical rotations at major health care facilities throughout San Diego County. Prepare agendas, take, transcribe and distribute meeting minutes. ▪ Manage active student compliance. ▪ Coordinate activities with other district departments and personnel, educational institutions, and community organizations and agencies ▪ Maintain confidential student files in compliance with FERPA and HIPAA as well as individual program accreditation. ▪ Design, develop, and maintain spreadsheets and databases. <p>2. Current status of position? a. Filling a vacancy</p> <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. Accreditation requirements b. Critical threshold of educational or support services <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 1370603 / 1370607 2110 c. Fiscal Impact: <ul style="list-style-type: none"> 1. \$4,145 monthly salary 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
December 17, 2019

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Outreach Coordinator</p> <p>Unit/Classification: I-S (Level A)</p> <p>Position # GC-1089</p> <p>FTE: 1.0</p> <p>Department: Student Services</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Coordinate and oversee outreach to prospective students and their families. ○ Serve as a liaison between campus departments and the district, local high schools, and the community. ○ Oversee and train student ambassadors as well as continually updating training materials to be culturally responsive. ○ Conduct a wide-range of outreach events, including tours, workshops, participation in community cultural events, and activities to help new students know about programs and support services at Grossmont. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy-, this position is vacant due to a promotion of the former Outreach Coordinator. (Heriberto Vasquez to Director of Student Development) <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>The Outreach Coordinator is instrumental in that Outreach is a part of the Strategic Plan (2016-2022). The Outreach Coordinator develops comprehensive outreach and recruitment plans as well as building partnerships through the East County Educational Alliance with GUHSD as well as other school districts within the region. Creates updated marketing and communication materials as well as How-To Videos for students to navigate the college systems. This position is also essential of the supervision of the Outreach office which includes 12 ambassadors, 2 lead ambassadors, 1 resources specialist and 1 Student Services Specialist. This position is meets Accreditation Standard I.A.1 and I.A.2 requirements.</p> <ul style="list-style-type: none"> a. Legal mandates b. Accreditation requirements c. Health and safety priorities d. Critical threshold of educational or support services e. Essential supervision <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget: This position is already allotted and budgeted through Student Equity and Achievement funding. b. Key code and Object code: 1372391-2120 c. Fiscal Impact:

		<ul style="list-style-type: none">i. Salary amount: \$67,012ii. Includes benefits: \$32,835 <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 checked="" type="checkbox"/> No impact – funded by <u>SEA</u> 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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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

12/18/19

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Position Title Research and Planning Analyst</p> <p>Unit/Classification CSEA/CL-44</p> <p>FTE: 1.0</p> <p>Department: College Planning & Institutional Effectiveness (CPIE)</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Assist in the design, implementation, analysis, preparation, and dissemination of findings related to college-level statistical, demographic, and empirical studies ○ Participate in qualitative and quantitative analysis (including survey design and implementation) that support the College's strategic priorities ○ Provide analytical and technical support for College institutional effectiveness projects ○ Assist in collecting, maintaining, and reporting data in support of program review, student outcomes, accreditation, and institutional planning ○ Maintain data integrity and provide support for state and federal reporting requirements ○ Support districtwide strategic planning and institutional effectiveness projects as needed <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Requesting a new position <p>3. Strategic Staffing Rationale This position responds to an essential college-level need for greater research and analysis capacity. It will enable the College Planning & Institutional Effectiveness office to meet a critical threshold of support for educational and support services, as well as short and long-term institutional planning and data preparation for accreditation and other mandated reporting. The need for this position has been documented and prioritized through the college's classified staffing prioritization process.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Not included in current budget (New position) b. Key code and Object code: 1321003-2110 Research and Planning c. Fiscal Impact: \$67,500 plus benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input checked="" 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 type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number