

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
October 7, 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>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>