

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
May 14th, 2019

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Student Services Assistant</p> <p>CL-00402</p> <p>Position #</p> <p>1.0</p> <p>Level 25/D</p> <p>Assessment</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Perform a variety of specialized and complex clerical and technical duties involved in providing assistance to students in the assessment office as well as helping assist with make-up tests for faculty. ○ Posting assessment records, data entry and retrieval, clearing pre-requisites on students, researching and compiling, recording, tracking and verifying information from a variety of sources. ○ Provide a wide variety of information and assistance to students regarding placement and onboarding to the college. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy- This position is vacant due to an employee taking a position with the GCCCD Foundation. <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> <p>This position supports and is an integral component of AB 705 as well as helping onboard students with the Grossmont/Cuyamaca Promise in regards to AB 19. This position also supports the mandated component of accreditation standard II.C.</p> <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 with Restricted General Fund b. Key code and Object code: 1333291-2110 (SSSP Basics/Classified Contract) c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount: Annual \$41,400 (monthly \$3,450) ii. Includes benefits: \$18,630 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 checked="" type="checkbox"/> No impact – funded by <u>SSSP/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