

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
September 26, 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: EOPS/CARE Program Specialist</p> <p>Unit/Classification: CSEA/Range 34</p> <p>Position #</p> <p>FTE: 1.0</p> <p>Department: EOPS/CARE/NextUP</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> • Communicate and assist in implementing directives from the EOPS/CARE/NextUP Programs according to the State Chancellors Office and Title V. Oversee the implementation of policies and procedures of the EOPS/CARE/NextUP Office. • Coordinate communication with other district departments and personnel, students, education institutions, vendors, other outside organizations and the public. • Train and provide work direction to assigned personnel; prioritize, assign and review work; participate in interviewing job applicants and provide input for performance evaluations as requested. • Perform a variety of specialized and complex clerical and technical duties independently in support of assigned area, such as awarding EOPS, CARE and NextUP book accounts and grants. Designing and developing student database record sets, manage data for program reports and state MIS reports, posting records, data entry and retrieval, researching, and compiling, recording, tracking and verifying information from a variety of sources. • Provide technical assistance and information to students regarding records, financial aid, book accounts, registration, EOPS requirements, CARE requirements, NextUP requirements, graduation requirements, transfer requirements, and selected major requirements. Refer students with professional needs to a counselor. • Explain college and EOPS/CARE/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. • Coordinate the duplication and distribution of a variety of materials, such as: brochures and applications for college programs, articulation agreements, and microfiche and college catalogs. Produce and maintain web pages, brochures, flyers, booklets and other material, which support assigned area. • Attend and actively participate in EOPS/CARE/NextUP Program meetings and conferences and travel accordingly each year. • Interact with the college community representing the EOPS/CARE/NextUP Program. • Maintain currency of qualifications for area of assignment. • Perform other related duties as assigned. <p>2. Current status of position?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Filling a vacancy <input checked="" type="radio"/> Filling a restructured vacancy with a new job title <input type="radio"/> Requesting a new position <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. Legal mandates</p>

		<p>Article 4, Section 79150: The Chancellor's office of the California Community Colleges, in cooperation with the State Department of Social Services and the State Employment Development Department, may enter into agreements with community college districts, which presently have cooperative agencies resources for education programs, for the purpose of providing additional funds for support services for those programs. Support services shall include, but not be limited to child care and transportation allowances, books, and supplies, counseling, and other related services.</p> <ul style="list-style-type: none"> b. Accreditation requirements c. Health and safety priorities d. Critical threshold of educational or support services The services provided through EOPS/CARE are directly compatible with our College Strategic Plan through its Outreach efforts to local high schools, and community based organizations whereby the CARE Program recruits, supports and nurtures students with comprehensive and empowering activities designed to foster student success and intense Engagement in a comprehensive student community of learners. Students from cohesive relationships with program staff, counselors, and peers therefore facilitating high rates of Retention for program participants. 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: Yes Key code and Object code: EOPS 1335594 and CARE 1335595 (key codes)/Classified 2110 and Benefits 3850 (object codes) b. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount: \$3958 ii. Includes benefits, or not: \$5,897 (\$3,958/mo. + Benefits @49% = \$1,939) c. 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 type="checkbox"/> No impact – funded by _____ Restricted Funds <input checked="" type="checkbox"/> No impact – funded by Categorical Funds <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number