

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## STRATEGIC HIRE REQUEST

2/12/2019

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 Evaluations Advisor</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00653</p> <p>FTE 1.0</p> <p>Department Admissions &amp; Records</p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>○ Plans and organizes the duties related to the Evaluator's Office.</li> <li>○ Research, analyze, and evaluate student academic history in compliance with CSU Breadth and IGETC General Education Certification; Preparation of Major requirements; admission criteria and transfer eligibility to all California public 4 year colleges and universities (CSU and UC).</li> <li>○ Development, maintenance, and training of degree audit software and degree printing software programs.</li> <li>○ Monitor veterans' academic performance in compliance with Veteran's Administration regulations as required; oversee academic programs and evaluate the accomplishment of career objectives and educational programs.</li> <li>○ Analyze the academic history of the college curriculum rules and regulations, and determine the appropriateness to student educational goals.</li> <li>○ Create, update, and maintain graduation reports; analyze and compile graduation statistics.</li> <li>○ Develop and maintain a variety of technical and diverse records and files related to evaluations activities and functions including archival records for all awarded degrees and certificates; customize data for various departments/divisions.</li> </ul> </li> <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy due to employee retiring</li> </ul> </li> <li><b>3. Strategic Staffing Rationale</b> <ul style="list-style-type: none"> <li>○ <i>Maintain a critical threshold of educational or support services</i> – This position is essential to reviewing and evaluating complex academic records and transcripts to determine graduation and transfer eligibility requirements and completion of general education requirements.</li> <li>○ This position will increase student retention as it assists with the evaluation of incoming transcripts. Incoming transfer students will receive an evaluation of their incoming transcripts in a faster turnaround time. Students will then receive a comprehensive educational plan from a counselor and follow-up counseling services as needed.</li> <li>○ This position is essential to meet the growing demand for evaluation services driven by the increasing number of ADT degrees, increasing number of individuals receiving degrees and certificates, the growing demand for the evaluation of transcripts, the increased role of evaluators in maintaining the degree audit system, and the need to provide evaluation insight and perspective on various campus-wide committees.</li> </ul> </li> <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. Specify whether the position is included in the current budget</li> <li>b. 1332001-2110</li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount \$51,408 (CL/38/A)</li> <li>ii. Includes benefits</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>