

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**February 04, 2020**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Business Services Specialist</p> <p>#CL-00323</p> <p>1.00</p> <p>Administrative Services / Business Communications Services</p>	<p><b>1. What will the position do?</b>            The Business Services Specialist performs a variety of business service functions including answer and direct incoming telephone calls for the main campus switchboard. Performs clerical, data entry, and schedule and process campus facilities. Provide services to faculty and staff including telephones, travel arrangements, car/van rentals, key issuance, and other related business office services. Assist in daily management of mail and related mail center services. Assist and prepare Purchase Requests. Assist campus staff in the preparation and use of all business office forms. Maintain a variety of financial records, logs, reports and files. This Specialist will work the closing shift.</p> <p><b>2. Current status of position?</b>            This position is filling a vacancy that became vacant on January 2, 2020. Previous Business Specialist accepted a position elsewhere on campus.</p> <p><b>3. Strategic Staffing Rationale</b>            This position is necessary for maintaining a critical threshold of educational and support services. Business processes would be delayed and a possibility of no evening coverage to serve our evening faculty and students.</p> <p><b>4. Budget Impact – Identify the Following:</b>            This position is funded in the current year unrestricted general fund.            1328001-2110            \$37,488 plus benefits</p> <p>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>