

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

February 21, 2014

Site	Position	Justification
GC	Assistant College Cashier CL-00311 Administrative Services	<ul style="list-style-type: none"> • What will position do? This position assists the College Cashier with organizing, directing and coordinating the accounting functions of student registration activities; assist with collection and control of college fees and other District receivables; assist with deposit of District monies; and maintenance of financial records and journals. • Current status of position? This position is vacant due to the promotion of the current Assistant College Cashier to the College Cashier's position on 2/3/14. • Strategic Staffing Rationale: This position is necessary for maintaining a critical threshold of educational and support services. It is also necessary to ensure proper business process checks and balances within a financial transaction center. • Present a rational that includes the following (where applicable): <ol style="list-style-type: none"> 1. Will the position increase student access, progress, and success? How? This position is critical to student access and success. The Cashiers window provides direct services to students including posting of tuition and veterans benefit checks, student fees and fines, parking passes and citations. If these are not posted in a timely manner it can impact the student's ability to register for classes and/or receive correct government benefit distributions. 2. What impact will the position (or not filling the position) have on workload distribution within the work unit? Not filling the position substantially reduces services to students. We currently only have one Cashier to serve 18,500 students a semester, which is a huge workload issue. With only one full time employee working in the area, when the Cashier is out on sick leave, vacation or other approved leaves, the Cashiers window must be closed and we are unable to provide services to students. 3. Is there other information that should be considered when analyzing and evaluating this request? As stated above we currently have one College Cashier to serve over 18,500 students per semester. Without this additional position, we will be forced to reduce services to students that will impact their ability to be successful, and in some cases their ability to stay in school • Budget Impact – This position is funded in the current year unrestricted general fund.

GC	<p>Athletic Field Maintenance Worker, Sr.</p> <p>CL-00101</p> <p>Administrative Services</p>	<ul style="list-style-type: none"> • What will position do? This position performs specialized grounds maintenance work in the maintenance of athletic fields and Exercise Science classrooms, facilities and equipment. The position is responsible for maintaining college athletic fields and ensuring they meet NCAA requirements and Cal OSHA safety standards. The position is also responsible for the application of toxic chemicals for pest, insect and weeds control in the ESW/Athletic areas. Responsible for irrigation control and repair • Current status of position? This position is currently vacant. • Strategic Staffing Rationale: This position is necessary for maintaining a critical threshold of educational and support services and maintaining a safe environment for students • Present a rational that includes the following (where applicable): <ol style="list-style-type: none"> 4. Will the position increase student access, progress, and success? How? This position is critical to ensure safety, proper maintenance, and set ups for Exercise Science and Wellness (ESW) classes and athletic events. Without this position we would not be able to provide the support necessary to complete the daily transitions required to support ESW classes and athletic events. 5. What impact will the position (or not filling the position) have on workload distribution within the work unit? Athletic Field set up takes special training as we have NCAA regulations and Department of Agriculture regulations to follow. Not filling the position substantially reduces services to students and increases the chance of student injury and liability to the district. The grounds crew has already absorbed a 20% increase in workload. They do not have the time or expertise to take on the additional responsibility of maintaining the all the athletic fields, and other Athletic/ESW duties currently assigned to the Athletic Field Maintenance Worker. 6. Is there other information that should be considered when analyzing and evaluating this request? The sheer volume of ESW classes and athletic events require constant set ups and transitions on a daily basis that would make it impossible to cover with the current grounds maintenance crew. Multiple sporting events and ESW classes occur each day that require set ups, equipment installations or transitions, pre-game safety inspections, and post-game clean up. Millions of dollars have been invested in these fields and they warrant regular maintenance and safety inspections. • Budget Impact – This position is funded in the current year unrestricted general fund.
GC	<p>Business Services Specialist , range 26</p> <p>CL-00323</p>	<ul style="list-style-type: none"> • What will the position do? The Business Services Specialist performs a variety of business service functions including operating the switchboard, process campus facility

	<p>Administrative Services / Business Communication Services</p>	<p>requests, travel arrangements, car/van rentals, key issuance, employee and guest parking, payroll and reimbursement check distribution and other related business office services.</p> <ul style="list-style-type: none"> • Current status of position? <ul style="list-style-type: none"> ○ This position will become vacant on June 4, 2014. The current Business Services Specialist is retiring. • Strategic Staffing Rationale This position is necessary for maintaining a critical threshold of educational and support services to faculty and staff. Business processes would be delayed and evening coverage would no longer be available for our evening faculty, staff, and students. • Present a rationale that includes the following (where applicable): <ol style="list-style-type: none"> 1. What impact will the position (or not filling the position) have on workload distribution within the work unit? Not filling the position reduces services to faculty and staff. This Specialist works the evening hours to provide extended services to our evening faculty and staff and students. This staff member also covers the office. 2. Is there other information that should be considered when analyzing and evaluating this request? The BCS Office has been greatly reduced over the years, going from five full time employees down to three. Without this position we will not have the staff needed to provide the various business service functions in a timely manner. • Budget Impact – This position is funded in the current year unrestricted general fund.
GC	<p>Student Services Assistant, range 25 CL-00402</p>	<ul style="list-style-type: none"> • What will the position do? Provide a wide variety of information and assistance to students regarding assessment and the evaluation of their educational skill levels and assisting them in their selection of courses that lead to achieving their educational goals. Provide technical assistance in assisting students with placement recommendations. • Current status of position? <ul style="list-style-type: none"> ○ This position is vacant due to the transfer of former holder of the position. • Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): This position supports and is an integral component of the mandated core services of the Student Success Support Program which is the culmination and mandate of the Student Success Act of 2012 (AB1456). This position also supports the mandated component of accreditation standard IIB.

		<ul style="list-style-type: none"> • Present a rationale that includes the following (where applicable): <p>3. Will the position increase student access, progress, and success? How? This position will increase student access, progress, success, and retention per the State mandated Student Success Initiative as it assists with the initial access point of providing assessment services.</p> <p>4. What impact will the position (or not filling the position) have on workload distribution within the work unit? Not filling this position would have a serious impact on providing mandated assessment services to our very diverse student population. It would additionally affect the workload of other staff which is already down one position.</p> <ul style="list-style-type: none"> • Budget Impact – <ul style="list-style-type: none"> ○ This position is currently in the 2013/14 general budget.
GC	Vice President of Student Service	<ul style="list-style-type: none"> • What will the position do? The Vice President of Student Services serves as the chief student services officer of the college and is responsible for the administrative oversight of all areas in student services. • Current status of position? This position is vacant due to resignation. • Strategic Staffing Rationale This position is essential for maintaining critical threshold of educational and support services and supervision. This position is especially crucial at this time due to the statewide emphasis on student services as a result of recent legislation. • Present a rationale that includes the following (where applicable): <p>5. Will the position increase student access, progress, and success? How? This position oversees areas that ensure access and promote student success such as the cores services in admissions & records, counseling, EOPS, DSPS, assessment, articulation, transfer, athletics, evaluations, veteran’s affairs, international student services, student affairs, health services and career center. The college is currently developing a student success and support program plan that is likely to enhance student success and outcomes.</p> <p>6. What impact will the position (or not filling the position) have on workload distribution within the work unit? The position has crucial functions on campus related to student services and also has several vacant positions that report to this position. The services to students will be impacted in this area if this crucial position remains unfilled. Student success and support services are a critical priority for the college and district and this position is a key leader in that work.</p>

		<p>7. What other benefits to GCCCD will result from filling this position?</p> <p>The position also shares a district-wide role in leading and coordinating student success efforts across GCCCD. Finally, this role is crucial as we increase the relationships and partnerships with our local feeder high schools.</p> <ul style="list-style-type: none">• Budget Impact – This position is included in the current budget for 2013/14.
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