

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

1/09/2017

Date

Site	Position	Justification
GROSSMONT		
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Position Title: Printing Operations Assistant Classified CL-24 Position# CL-00124 FTE 1. Department: Printing Department	<p>This position was sent to DSP&BC 12/21/16 via e-mail for expedited processing</p> <p>1. What will the position do? This position provides customer service and a variety of bindery and print shop activities, in addition to maintaining records of purchase orders for books that are printed on campus and maintain appropriate levels of supplies for faculty and staff.</p> <p>2. Current status of position? Vacancy due to a retirement</p> <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. Critical threshold of educational or support services With an already reduced staff the printing department would not be able to maintain the current level of service it provides currently without this position</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Included in the current budget</p> <p>b. Key code and Object code 1328101-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount - \$33,984 plus benefits</p> <p>d. RAF impact (check one):</p> <p><input checked="" type="checkbox"/> Include in RAF calculation</p> <p><input 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>
CUYAMACA		
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Position Title: Instructional Lab Assistant Unit/Classification Classified Support Staff – CL-17	<p>1. What will the position do?</p> <p>o Perform duties required in the operation and maintenance of automotive laboratories and tool room. Requires sufficient knowledge of the assigned area to operate and demonstrate the use of specialized equipment and instructional materials, providing information and assistance to faculty and students.</p>

	<p>Position # IA-00076</p> <p>.475 FTE 10 months</p> <p>Department: Automotive</p>	<p>2. Current status of position? Filling a vacancy – Jack Phillips</p> <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. Health and safety priorities For safety purposes, position needed to allow instructor to stay with students in classroom.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included in the current budget</p> <p>b. Key code and Object code 1460601-2217</p> <p>c. Fiscal Impact: 1. Annual Salary amount: \$11,566 plus benefits</p> <p>d. 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>
<p><input type="checkbox"/> GC</p> <p><input checked="" type="checkbox"/> CC</p> <p><input type="checkbox"/> DS</p>	<p>Position Title: Instructional Lab Assistant</p> <p>Unit/Classification Classified Support Staff – CL-17</p> <p>Position # IA-00077</p> <p>.25 FTE 10 months</p> <p>Department: Automotive</p>	<p>1. What will the position do? Perform duties required in the operation and maintenance of automotive laboratories and tool room. Requires sufficient knowledge of the assigned area to operate and demonstrate the use of specialized equipment and instructional materials, providing information and assistance to faculty and students.</p> <p>2. Current status of position? Filling a vacancy – Jessica Turbeville</p> <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. Health and safety priorities For safety purposes, position needed to allow instructor to stay with students in classroom.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included in the current budget</p> <p>b. Key code and Object code: 1460601-2217</p> <p>c. Fiscal Impact: 1. Annual Salary amount: \$6,088 plus benefits</p> <p>d. 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>

		<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
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Position Title: Instructor-Math Unit/Classification AFT Position # IN-00261 1.0 FTE Department: Math	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Teach Mathematics classes ○ Mentor and assist part-time faculty ○ Support and help implement the department's various initiatives ○ Serve on committees <p>2. Current status of position? Filling a vacancy</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> • Critical threshold of educational or support services: Five years ago the Math department had nine full time faculty and currently there are only seven full time faculty. In addition, WSCH and FTES are greater than they were five years ago. Math generates the largest WSCH (12,582) on campus, producing 38.8% more WSCH than the next highest producer. This department is in the second semester of implementing the Math Pathways program which is rapidly emerging as a statewide model for the future of math education. <p>4. Budget Impact – Identify the following:</p> <ul style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code 1456001-1110 c. Fiscal Impact: <ul style="list-style-type: none"> 1. Annual Salary amount: \$64,277 plus benefits 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 type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input checked="" type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
DISTRICT SERVICES		
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Position Title: District Projects Supervisor Unit/Classification:	<p>1. What will the position do? This position will perform a variety of specialized and supervisory duties in the development and preparation of various special projects, including, but not limited to, Workday planning and on-going implementation.</p>

	<p>S-I</p> <p>Position # SU-00078</p> <p>FTE - 1</p>	<p>2. Current status of position? New position</p> <p>3. Strategic Staffing Rationale:</p> <p>This position will provide a critical threshold of support services and essential supervision.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Position is not included in current budget</p> <p>b. Keycode and Object Code: 1117001-2120</p> <p>c. Fiscal Impact:</p> <p>d. RAF impact (check one):</p> <ul style="list-style-type: none"> <input checked="" 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 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
<p><input type="checkbox"/> GC</p> <p><input type="checkbox"/> CC</p> <p><input checked="" type="checkbox"/> DS</p>	<p>Position Title: Financial Analyst</p> <p>Unit/Classification: CL-45</p> <p>Position # CL-00271</p> <p>FTE - 1</p>	<p>1. What will the position do?</p> <p>This position will perform budget and accounting functions, compile and analyze a variety of reports related to District finances and other fiscal operations, including review for accuracy and conformance to appropriate regulations; responsible for managing banking relationships, project cash flow needs, and assist in the organization and documentation of all revenues and expenditures relating to all District funds.</p> <p>2. Current status of position? Replacement – previous employee received promotion</p> <p>3. Strategic Staffing Rationale:</p> <p>This position will provide a critical threshold of support services and essential supervision.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Position is not included in current budget</p> <p>b. Keycode and Object Code: 1117501-2110</p> <p>c. Fiscal Impact:</p> <p>d. RAF impact (check one):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ 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

<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Position Title Benefits Technician</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00205</p> <p>FTE 1.0</p> <p>Department: Human Resources</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Administer District Health & Welfare benefits ○ Perform administrative duties and process daily tasks ○ Point-of-contact for benefit-related questions ○ Current status of position? Filling a vacancy <p>2. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>This position is critical to maintain support services for benefits administration districtwide.</p> <p>3. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> a. Included in 2016-2017 budget and funded from unrestricted funds. b. Key code and Object code: 1114501-2110 c. Fiscal Impact: <ol style="list-style-type: none"> 1. Salary amount: CL-30, Step A or B 2. Includes benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ 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
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