

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
STRATEGIC HIRE REQUEST**

**February 13, 2017**

Date

Site	Position	Justification
<b>Grossmont</b>		
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Financial Aid Assistant, Sr.</p> <p>CSEA</p> <p>Position # CL-00108</p> <p>1.0 FTE</p> <p>Financial Aid Department</p>	<p><b>1. What will the position do?</b>            This position processes campus wide requests for federal work-study and coordinates placement of all positions with departments, faculty and HR. Also determines initial eligibility for federal Direct Loan and coordinates the required monthly reconciliation of the Direct loan program. Also advises students and parents concerning debt management, default prevention and other loan counseling issues.</p> <p><b>2. Current status of position?</b>            Filling a vacancy due to internal promotion.</p> <p><b>3. Strategic Staffing Rationale</b>            Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>Legal Mandates &amp; Critical threshold of educational services – the Grossmont College Financial Aid office processes over 20,000 applications each year and awarded more than 34 million dollars in federal, state and institutional aid for 2015-2016. This position is crucial to maintaining critical support services offered directly to our neediest students and to also meet continued legal requirements for coordination and implementation of the federal Work-study and Direct Loan programs.</p> <p>a. Legal mandates            b. Accreditation requirements            c. Health and safety priorities            d. Critical threshold of educational or support services            e. Essential supervision</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. The position and funding are currently included in this year’s budget.            b. Key code and Object code: 1331091 BFAP Categorical Funding.            c. Fiscal Impact:                i. Salary amount: \$39,276 at Step B plus \$16,496 in benefits for a total of \$55,772.            d. RAF impact (check one):                <input type="checkbox"/> Include in RAF calculation                <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)                <input checked="" type="checkbox"/> No impact – funded by <u>BFAP</u> 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>

**District Services**

- GC
- CC
- DS

**Please include:**

Position Title  
**Senior Recruiter**

**Classified CL-30**

Position #  
**CL-00028**

FTE **1.0**

Department:  
**Human Resources**

**1. What will the position do?**

This critical position is responsible for coordinating assigned human resources functions in the support of the recruitment, selection and retention of both academic and classified personnel according to district policies and procedures.

**2. Current status of position?**

Filling a vacancy due to a recent promotion.

**3. Strategic Staffing Rationale**

Please address at least one of the following items when answering the questions below (provide specific details):

a. Legal mandates

With the numerous legal requirements needed to be fulfilled and met by the Office of Human Resources such as: FMLA, ACA, ADA, EEO, Title IX, and Title V. It is critical that the Office of Human Resources is fully staffed.

If this position is not filled there is a chance that the Office of Human Resources will fail to meet many of the legal mandates required to stay compliant with both Federal and State laws.

In addition, if this position is not filled the Office of Human Resources will be unable to maintain the current level of services provided to the district.

**4. Budget Impact – Identify the Following:**

a. Included in the current budget

b. SmartKey code and Salary Object 114501-2110

c. Fiscal Impact:

1. Salary amount -- \$40,584.00 plus benefits

d. RAF impact (check one):

Include in RAF calculation

No impact – replacement (vacant one year or less)

No impact – funded by \_\_\_\_\_ Restricted Funds

No impact – funded by \_\_\_\_\_

No impact – restructure within existing funds

No impact – reallocation of faculty FTE resulting in new position number