

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**1/17/2024**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b> Contracts Specialist  <b>Position #:</b> CL-00441  <b>FTE:</b> 1.0  <b>Level:</b> CL- 38  <b>Department:</b> Purchasing and Contracts	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>• Prepare, review, process, and administer a variety of service contracts and legal documents for performance and compliance.</li> <li>• Perform complex research through various methods to determine legality and conformance of proposed contracts (i.e. Education, Public Contract, Government, Labor codes, contractor’s state license board, prevailing wage laws, etc.).</li> <li>• Prepare and write detailed formal specifications for bids and proposals and recommend award based on price and conformance to specifications.</li> <li>• Secure competitive financing proposals for lease-purchase contracts; negotiate with vendors/contractors on negotiable items on contracts and agreements;</li> <li>• Assist in analyzing departmental activities and documents for compliance with district policies and governmental rules and regulations.</li> </ul> </li>   <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Vacancy due to resignation. Replacement position included in the budget.</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:           <ul style="list-style-type: none"> <li>○ Critical threshold of support services</li> </ul> </li>   <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes</b></li> <li>○ Funding Source? <b>Unrestricted General Fund</b></li> <li>○ Smartkey and Salary Object: <b>1118501-2110</b></li> <li>○ Annual Salary at Step B: <b>\$62,376 plus benefits</b></li> </ul> </li> </ol>