

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT STRATEGIC HIRE REQUEST

February 5, 2024

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: IC Facilities Supervisor Position #: SU-00031 FTE: 1.0 Department: IC Services - LTR Division	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Coordinate and oversee the operation of instructional computer facilities. Evaluate and recommend the purchase of hardware and software for use in facility; recommend the purchase of new equipment and the replacement of obsolete equipment; update computer software. Link to Instructional Computer Facilities Supervisor: www.gcccd.edu/resources/docs/human-resources/job-descriptions and attached herein. <p>2. Current status of position:</p> <p>This position was officially vacant since July 2023. We currently have an interim ICS Supervisor, and we need to fill the permanent role as soon as</p> <ul style="list-style-type: none"> ○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget ○ <input type="checkbox"/> Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> ■ Org Mod approval date _____ ○ <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> ■ Org Mod approval date _____ ○ <input type="checkbox"/> Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services b. <input type="checkbox"/> Legal mandate c. <input type="checkbox"/> Accreditation requirements d. <input type="checkbox"/> Health and safety priorities e. <input type="checkbox"/> Essential supervision
		<p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/> ○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: 1442003 ○ Annual Salary at Step B: \$\$ 70,556 plus benefits

**Grossmont-Cuyamaca Community College District
Strategic Hire Request**

2/5/24

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Specialty Lab Technician III - Office Position #: IA-00102 FTE: 1.0 Department: Business Office Technology	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under the direction of an assigned supervisor, perform a variety of technical and specialized duties related to the preparation, operations and maintenance of office administration laboratories and related areas; operate and demonstrate the use of specialized equipment and instructional materials; provide information and technical assistance to faculty and students. <p>2. Current status of position:</p> <p>Filed by a substitute since 060123.</p> <ul style="list-style-type: none"> ○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget ○ <input type="checkbox"/> Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> ■ Org Mod approval date _____ ○ <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> ■ Org Mod approval date _____ ○ <input type="checkbox"/> Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services This position administers the Business office technology lab for student work, administering typing and lab functionality. b. <input type="checkbox"/> Legal mandate c. <input type="checkbox"/> Accreditation requirements d. <input type="checkbox"/> Health and safety priorities e. <input type="checkbox"/> Essential supervision
		<p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/> ○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: 1460804-2210 ○ Annual Salary at Step B: \$52, 236 plus benefits

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STRATEGIC HIRE REQUEST**

2/5/24

Date

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Advisor Position #: CL-00102 FTE: 1.0 Department: Financial Aid	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Work closely with students to provide assistance with completion of forms and applications; requirements and restrictions; review completed forms for accuracy and completeness and process application ○ Verify supporting documentation ○ Operate and trouble shoot scanner hardware and software ○ Answer incoming calls; explain departmental policies, procedures and functions ○ Read, interpret and apply knowledge regarding regulations, policies <p>2. Current status of position:</p> <p>Vacant - previous employee resigned</p> <ul style="list-style-type: none"> ○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget ○ <input type="checkbox"/> Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> ■ Org Mod approval date _____ ○ <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> ■ Org Mod approval date _____ ○ <input type="checkbox"/> Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services Critical threshold of educational or support services – this position advises students and parents concerning special circumstances and b. <input type="checkbox"/> Legal mandate c. <input type="checkbox"/> Accreditation requirements d. <input type="checkbox"/> Health and safety priorities e. <input type="checkbox"/> Essential supervision
		<p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/> ○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: Acct. #1331001-2210 ○ Annual Salary at Step B: \$57,084 plus benefits