

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT STRATEGIC HIRE REQUEST

\_\_\_\_\_

Date

Site	Position	Justification
GC CC DS	Please include:  <b>Position Title:</b>   <b>Position #:</b>   <b>FTE:</b>    <b>Department:</b>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</li> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes /No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes /No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>a. Critical threshold of instruction and support services</li> <li>b. Legal mandate</li> <li>c. Accreditation requirements</li> <li>d. Health and safety priorities</li> <li>e. Essential supervision</li> </ul>
		<p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes /No</li> <li>○ Funding Source? Unrestricted /Restricted</li> <li>○ Smartkey and Salary Object:</li> <li>○ Annual Salary at Step B: \$ _____ plus benefits</li> </ul>

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

**1/19/2024**

Date

Site	Position	Justification
<p>XGC <input type="checkbox"/> CC <input type="checkbox"/> DS</p>	<p>Please include:</p> <p><b>Position Title:</b> CalWORKs Counselor</p> <p><b>Position #:</b> Z-00007324</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b></p> <p><b>Department:</b> CalWORKs</p>	<ul style="list-style-type: none"> <li>○ <b>Key responsibilities of position:</b></li> <li>○ Provide personal, academic, and career counseling and case management in alignment with department of social services, federal, state and county guidelines.</li> <li>○ Provide workshops, counseling and documentation in compliance with County CalWORKs</li> <li>○ Provide culturally responsive professional development to campus and community partners in the needs of parents in poverty comprised mainly of immigrants, refugees, former foster youth, system impacted and survivors of domestic violence.</li> <li>○ Cultivate a holistic safe empowering learning space for student parents.</li> <li>○ Provide support to campus in its efforts eliminating equity gaps in effecting parents in poverty comprised of at-risk populations.</li> <li>○ Support student parents in pursuing associate degrees, credentials, certificates, or specific skill sets offered through Grossmont College in preparation for an in demand job at the same rate or better than all other student groups on campus.</li> <li>○ Creative unconditional positive regard with a traditionally slow- to trust population ensuring greater rates of persistence.</li> <li>○ <b>Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a new position           <ul style="list-style-type: none"> <li>▪ Has an Org Mod been approved? Yes / No</li> <li>▪ Org Mod approval date _____</li> </ul> </li> </ul> </li> <li>○ <b>Strategic Staffing Rationale:</b></li> </ul> <p>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Critical threshold of instruction or support services</li> <li>○ In response to the State Chancellor’s directive to serve CalWORKs Students with intention and in alignment with the mission and commitment to DEIAA - Grossmont College serves CalWORKs Student Parents in collaboration with the state and county department of social services and this requires greater support, care and longevity of staff</li> </ul>

		<ul style="list-style-type: none"><li>○ <b>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>Restricted</b></li><li>○ Smartkey and Salary Object: <b>1372591 and 1220</b></li><li>○ Annual Salary at Step B: <b>\$88,293</b></li></ul></li></ul>

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1/19/2024

Date

Site	Position	Justification
GC CC DS	<p>Please include:</p> <p><b>Position Title:</b> A&amp;R Director</p> <p><b>Position #:</b> Z-00012536</p> <p><b>FTE:</b> 1.0</p> <p><b>Department:</b> Student Services-A&amp;R</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Develop and implement policies and procedures for the student admissions process.</li> <li>○ Coordinate registration processes, ensuring accuracy and efficiency.</li> <li>○ Supervise the maintenance and security of academic records, including grades, transcripts, and degree audits.</li> <li>○ Ensure compliance with data protection laws and institutional policies related to academic records.</li> </ul> <p><b>2. Current status of position:</b></p> <p>The Dean of FA and A&amp;R is retired and will not be filled. Grossmont wants to create a Director of A&amp;R. We are aligning with Cuyamaca whom has a Director of A&amp;R.</p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</li> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes /No ✓</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes /No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:</p> <p>a. ✓ Critical threshold of instruction and support services</p> <p>The director's responsibilities directly affect the overall student experience, from the application process through enrollment and academic progression. A well-managed admissions and records department contributes to a positive and supportive learning environment.</p> <p>b. Legal mandate</p> <p>c. Accreditation requirements</p> <p>d. Health and safety priorities</p> <p>e. ✓ Essential supervision-</p> <p>Academic records are a foundational aspect of an educational institution. The director ensures the accuracy, security, and proper maintenance of these records, which are critical for student progress, degree completion, and accreditation compliance.</p>

		<p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes ✓ /No</li> <li>○ Funding Source? Unrestricted ✓ /Restricted</li> <li>○ Smartkey and Salary Object: 1332001-2140</li> <li>○ Annual Salary at Step B: \$ 110,756 plus benefits \$55,000</li> </ul>

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

1/19/24

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> EOPS Counselor  <b>Position #:</b>  CN - 00029          <b>FTE:</b> 1.0	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Provide educational counseling for prospective, new and continuing EOPS students</li> <li>○ Assist students in the development of their individual educational plans and goals</li> <li>○ Refer students to campus support services</li> <li>○ Provide crisis intervention and support</li> <li>○ Employ knowledge and skills necessary to counsel students about District programs and transfer requirements to baccalaureate institutions</li> <li>○ Participate in EOPS group orientation sessions</li> <li>○ Provide counseling for students on academic/lack-of-progress probation</li> <li>○ Assist in the planning, development and implementation of programs designed to encourage the success and retention of students.</li> <li>○ Participate in required and scheduled Professional Development week activities each semester in compliance with contractual agreement</li> <li>○ Serve as liaison to college divisions/departments</li> </ul> <p><b>2. Current status of position:</b>            The EOPS Counselor is currently vacant since the last employee in this role resigned in May 2023.</p> <ul style="list-style-type: none"> <li>○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget</li> </ul>

**Department:**  
EOPS

- Filling a restructured position included in the budget
  - Has an Org Mod been approved? Yes  /No
  - Org Mod approval date \_\_\_\_\_
- Filling a new position
  - Has an Org Mod been approved? Yes  /No
  - Org Mod approval date \_\_\_\_\_
- Other (please specify)

**3. Strategic Staffing Rationale:**

Please address at least one of the following items:

a.  **Critical threshold of instruction and support services**

This position is critical in that it will provide support services to students who are academically and financially disadvantaged. Consistent, ongoing contact with our EOPS counselors is crucial to students' success. Under EOPS guidelines, EOPS students are required to complete a minimum of 3 counseling appointments each semester. Counselors have to develop comprehensive educational plans for all students. Counselors must monitor student progress from term-to-term. Counselors must also approve any academic program changes made by students.

Our student population declined during and post-pandemic. However, our team continues to do great work to retain our current students and to bring in new students. We currently serve over 700 EOPS students. Our goal is to be able to increase the number of students we serve. We need this full-time position to be able to support our students academically and emotionally.

We currently only have 1 full-time counselor dedicated to fully supporting our students. The other counselor is fulfilling her role as CARE coordinator and Department Co-Chair. Filling this position would allow our counselors to collaborate and distribute responsibilities more evenly. The counselors would have time to participate in outreach and in-reach events, while at the same time, continuing to serve our current students.

- b.  Legal mandate
- c.  Accreditation requirements
- d.  Health and safety priorities
- e.  Essential supervision

**4. Budget Impact – Please specify the following:**

- Is position included in the current budget? Yes  /No
- Funding Source? Unrestricted  /Restricted
- Smartkey and Salary Object: 1335594-1220
- Annual Salary at Step B: \$ 88,293 plus benefits

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Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b> District Account Technician  <b>Position #:</b> CL-00552  <b>FTE:</b> 1.0  <b>Level:</b> Range 36  <b>Department:</b> Accounting	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Perform technical accounting, complex accounting, and auditing work in the preparation, maintenance and review of a large set of accounts or major accounting or budgetary functions; district or campus financial records, accounts and reports; assure compliance with applicable rules, regulations, policies and procedures.</li> <li>○ Prepare and process various source documents involved in financial transactions, such as invoices, requisitions, purchase orders, checks and receipts.</li> <li>○ Maintain and monitor assigned accounts; post data and maintain journals and ledgers; reconcile, adjust and balance assigned accounts and bank statements; prepare deposits and transfer funds as necessary.</li> <li>○ Review financial documents to assure accuracy, audit for completeness and compliance with applicable regulations, requirements and established procedures.</li> <li>○ Compile information and data and prepare a variety of financial, accounting and budgetary reports and statements such as COTOP, Sponsorships, Parking Fines, Financial Aid and Payment Plan.</li> <li>○ Coordinate communication and accounting activities with other district departments and personnel, governmental and private agencies, vendors and financial institutions.</li> </ul> </li>   <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Replacement of a vacant position that is currently funded</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>1117001-2110</b></li> <li>○ Annual Salary at Step B: <b>\$58,800 plus benefits</b></li> </ul> </li> </ol>