

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

12-13-23

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: ESS- Business Analyst Position #: new FTE: 1.0 Department: Educational Support Services	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Work with the Financial Aid Directors at the colleges and District managers and staff to analyze current processes, develop solutions and configure systems to meet academic, business, and federal/state requirements for the financial aid programs. Assist in understanding, re-engineering and streamlining complex processes and procedures to obtain optimum, reliable performance of Colleague Financial Aid. Analyze, communicate, and translate business and federal/stae requirements into software requirements. <p>2. Current status of position:</p> <p>This is a new position required as a result of centralizing the Financial Aid Offices into one database (Colleague Financial Aid).</p> <ul style="list-style-type: none"> ○ <input 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 checked="" 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 type="checkbox"/> Critical threshold of instruction and support services See attached b. <input type="checkbox"/> Legal mandate See attached c. <input type="checkbox"/> Accreditation requirements See attached d. <input type="checkbox"/> Health and safety priorities n/a e. <input type="checkbox"/> Essential supervision n/a
		<p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes <input type="checkbox"/> /No <input type="checkbox"/> ○ Funding Source? Unrestricted <input type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: ○ Annual Salary at Step B: \$ _____ plus benefits

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Research and Planning Analyst Position #: CL-00678 FTE: 1.0 Department: Research, Planning & Institutional Effectiveness	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Assists in developing, implementing, analyzing, and presenting statistical, demographic, and empirical research for diverse District needs, initiatives, and mandatory reporting, including areas such as matriculation, accreditation, assessment, student success, retention and persistence, and other aspects of institutional effectiveness. <p>2. Current status of position:</p> <p>Incumbant has accepted a position at another community college. Position will be vacant on 01/05/2024</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 RPIE has been understaffed by one analyst for over a year, and with this current vacancy, the team will be short by two research analysts. b. <input checked="" type="checkbox"/> Legal mandate Provides assistance with legally mandated Title IX and Equal Employment Opportunity (EEO) reporting. c. <input checked="" type="checkbox"/> Accreditation requirements Assists in the preparation of the District's Institutional Self-Evaluation Report (ISER). 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: 1114001 ○ Annual Salary at Step B: \$74,484 plus benefits

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Specialty Lab Technician III- THTR_Costuming Position #: IA-00095 FTE: 1.0 Level: 32 Department: THTR	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Assist costume construction students in use of machines and in developing basic sewing skills necessary to complete assigned class, production and/or individual projects; provide assistance to students according to instructions by instructor/designer. ○ Assist designers on productions which may include research, patterning, cutting, stitching, fitting, purchasing of all supplies, supervision of lab and rentals. ○ Assist with/complete strike, laundering/dry cleaning, and restocking/returning costumes, etc., used in productions. ○ Knowledge of Theatre History, Theatrical Costume Design, research methods, pattern drafting, cutting, stitching, fitting, costume construction, make-up techniques and costume accessories. ○ Responsible for costume rentals for Theatre Arts classes and projects, campus functions, outside theatrical organizations and individual special rentals. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget 3. Strategic Staffing Rationale: <ul style="list-style-type: none"> ○ Health and safety priorities ○ This position provides essential support for students in safely utilizing the costume shop, including specialized machinery and equipment that necessitates close supervision when being utilized. ○ Critical threshold of instruction or support services ○ This position is critical to supporting (1) multiple hands-on costuming courses that constitute core degree and transfer requirements for SDSU and (2) the production of our season of shows, which act as the core laboratory setting for most of our classes in applying and synthesizing the knowledge and skills of the discipline. This position is crucial in supporting students to reach SLOs for several courses and PSLOs for all students within the program. ○ This position is essential in maintaining, supervising, and managing our costume shop laboratory space, which is utilized for several classes that are necessary for degree completion and transfer. ○ Essential supervision ○ This position provides necessary supervision for the costume shop lab space, which is essential for several classes, work hours and assignment

		<p>completion for those courses, and production support for the season of shows that serve as the core of the program's curriculum.</p> <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">○ Is position included in the current budget? Yes○ Funding Source? Unrestricted○ Smartkey and Salary Object: 1377401-2210○ Annual Salary at Step B: ~\$52,236 (as of 1.01.2023)