

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

Date _____

Site	Position	Justification
GC CC DS	Please include: Position Title: Position #: FTE: Department:	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes /No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes /No ■ Org Mod approval date _____ ○ 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. Critical threshold of instruction and support services b. Legal mandate c. Accreditation requirements d. Health and safety priorities e. 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 /No ○ Funding Source? Unrestricted /Restricted ○ Smartkey and Salary Object: ○ Annual Salary at Step B: \$ _____ plus benefits

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

March 19, 2024

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Admissions and Records Assistant Senior</p> <p>Position #: CL-00092</p> <p>FTE: 1.0</p> <p>Level: 27</p> <p>Department: Admissions & Records</p>	<ol style="list-style-type: none"> Key responsibilities of position: <ul style="list-style-type: none"> Provide a wide variety of specialized and complex clerical duties related with Admissions & Records. This position prepares and maintains educational records; provides technical information and assistance to students, counselors, faculty and Financial Aid regarding transfer work accepted, academic records as well as policies and procedures. Document imaging and microfilming of student records as required by Title V. Assist students with inquiries via phone/email regarding student status, grades and petitions. Current status of position: <ul style="list-style-type: none"> Filling a vacancy created by current employees accepting other positions within GCCCD Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> Critical threshold of Support Services This position is essential to preparing and maintaining all applicant and student files as well as assisting students with program changes, petitions, incoming transcripts, academic renewal and providing students with pertinent information in a timely manner and according to established guidelines and procedures. This position will increase student access, progress, success, and retention per the State mandated Student Success Initiative as it assists with the initial access point; the application, and the progress and success point; transcripts. This position addresses both, strategic and institutional priorities by providing access to a diverse community college student population which is not only an institutional goal but also a component of the College's mission. Accreditation requirements – Standard II.C.7 The Admissions and Records Assistant Seniors assist with the Program Review process for A&R, by evaluating our online application system, registration procedures, and services. Standard II.C.8 Manage the classification of student records in accordance with AP 3310 and disposes records whose retention period elapsed. This position updates the student records system and processes any written corrections by students. Budget Impact – Please specify the following: <ul style="list-style-type: none"> Is position included in the <u>current</u> budget? Yes Funding Source? [REDACTED] Restricted Smartkey and Salary Object: [REDACTED] 1333291-2110 Annual Salary at Step B: [REDACTED] 45,060 + benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
03/19/2024

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Advisor Position #: CL-00235 FTE: 1.0 Department: Financial Aid	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> o Review financial aid files and perform needs analysis in order to determine eligibility for financial aid awards. o Meet with students to advise them a variety of financial aid matters such as file status, clarification of FAFSA information reported, special circumstances, SAP, and money management. o Review financial aid petitions and make recommendations on appeal decisions. <p>2. Current status of position:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Filling a replacement position included in the budget Prior employee was hired at Grossmont College. o <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 _____ o <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 _____ o <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 b. <input checked="" type="checkbox"/> Legal mandate This Advisor position is the main position that reviews and clears file to determine eligibility and to award students. The Advisor adheres to all the federal, state, and college regulations when conducting their duties to make sure the department is in compliance. Maintaining the number of Advisors is critical to providing the services students need to receive their aid determination in a timely manner. 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"> o Is position included in the current budget? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/> o Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/> o Smartkey and Salary Object: 1431001-2110 o Annual Salary at Step B: \$57,084 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

3/19/24

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Custodian</p> <p>Position #: CL-00429</p> <p>FTE: 1.0</p> <p>Level: 23</p> <p>Department: FMO Operations</p>	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Responsible for maintaining campus classrooms, offices and related facilities and areas in a clean and sanitary condition ○ Special event setups 2. Current status of position: <ul style="list-style-type: none"> ○ Filled until retirement on 5/31/24 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Fill a retirement position that is included in the budget. ○ Legal mandates <ol style="list-style-type: none"> i. OSHA requires safe working conditions for all employees in the state. Custodians keep these environments safe and healthy. There must be clean, safe, and functioning restrooms for the public. ○ Accreditation requirements <ol style="list-style-type: none"> i. Accreditation Standard III.B. Physical Resources is dependent on having an adequate number of maintenance workers. ii. (III.B.1) The right amount of custodial workers “assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment”. iii. (III.B.2) Bldg 36 facilities satisfy its physical resources through “The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.” The new physical resource requires custodial workers to keep our physical resources running smoothly for a long time. iv. (III.B.3) ”To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment regularly, taking utilization and other relevant data into account.” Ample coverage of custodial workers is required to maintain this effectiveness.

		<ul style="list-style-type: none"> v. (III.B.4) “Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.” Bldg 36 is one of these long-range goals that come true, and custodial workers keep these improvements lasting longer. o Health and safety priorities <ul style="list-style-type: none"> i. Cal/OSHA and ANSI have priorities for schools, and Grossmont College has its priorities of health & Safety for student success. This is only possible if custodians work under healthy & safe conditions and provide healthy & safe environments for our campus. The first line of defense in preventing illness is by sanitizing restrooms, desks, walls, doors, and floors. The custodians have proven their effectiveness in this area by cleaning and sanitizing the campus to stop the spread of COVID-19. They have been recognized by HR and the college of their excellent work in this matter. o Critical threshold of instruction or support services <ul style="list-style-type: none"> i. Custodians is a support service to faculty, students, classified, and administrators so the people and departments can do their tasks or learn at their best without barriers. o Essential supervision <ul style="list-style-type: none"> i. Provides supervision of custodial services; organize, schedule, and review custodial work. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> o Is position included in the current budget? Yes o Funding Source? Unrestricted o Smartkey and Salary Object: 1327602-2110 o Monthly Salary at Step B: \$2908

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT STRATEGIC HIRE REQUEST

March 19, 2024

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Tenure track faculty CVT prog Position #: IN- 00035 FTE: 1.0 Department: AHN: CVT	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Emergency replacement for Elizabeth Barrow who has submitted resignation as of August 1, 2024. Faculty/program coordinator post must be continuously filled to meet accreditation standards. New hire must possess academic qualifications as specified by JRC-CVT (specialty program accrediting body). <p>2. Current status of position:</p> <p style="padding-left: 40px;">FT faculty has submitted resignation effective Aug 1, 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 Full-time faculty needed to support instructional/clinical placement needs of program as well as program coordination b. <input type="checkbox"/> Legal mandate c. <input checked="" type="checkbox"/> Accreditation requirements Must have specialty-qualified faculty leader in place continuously 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: 1370606 1100 ○ Annual Salary at Step B: \$ 80,267 plus benefits