

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

4/26/2024

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Financial Analyst Position #: CL-00450 FTE: 1.00 Department: District Business Services	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ 1. Responsible for the preparation of the Tentative and Adoption Budgets for assigned funds as well as year-end closing and preparation of various federal, state and local reports. 2. Responsible for the maintenance and preparation of year-end fixed asset report for audits. 3. Develop and maintain revenue/expenditure data, compile reports to support financial planning and decision-making, including finance for facilities construction and special project. <p>2. Current status of position:</p> <p>Vacant due to resignation.</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: 1117501-2110 ○ Annual Salary at Step B: \$76,716 plus benefits

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Inventory Control Technician</p> <p>Position #: CL-00214</p> <p>FTE: 1.0</p> <p>Level: 29</p> <p>Department: Warehouse</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Initiates, implements and monitors capital assets in Workday ○ Secures and manages current inventory of supplies, materials, and equipment at all district locations ○ Ensures capital equipment is properly identified for ownership ○ Maintains control system to include inventory number, item description, department, location, and unit cost ○ Ensures proper tracking and disposal of capital assets ○ Prepares daily, weekly and monthly inventory reports ○ Ensures Workday category profile settings are complete and accurate (currently they are not) ○ Performs inventory audit for districtwide equipment ○ Ensures retirement of assets are recorded correctly in Workday <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Replacement of a vacant position included in the budget. <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ This position is required to stay in compliance with GASB reporting and Education Code for inventory tracking system ○ Critical threshold of support services <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 General Fund ○ Smartkey and Salary Object: 1118601-2110 ○ Annual Salary at Step B: \$47,808 plus benefits

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<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-00225</p> <p>FTE: 1.0</p> <p>Level: 27</p> <p>Department: Admissions & Records</p>	<p>1. Key responsibilities of position:</p> <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. <p>2. Current status of position:</p> <ul style="list-style-type: none"> • Filling a vacancy created by current employees accepting other positions within GCCCD <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <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. <p>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.</p> <ul style="list-style-type: none"> ○ 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. <p>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.</p> <ul style="list-style-type: none"> ○ Accreditation requirements – <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: 1332001-2110 ○ Annual Salary at Step B: 42,060 +Benefits

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: GENERAL MAINTENANCE WORKER, SENIOR (Plumber) Position #: CL-00330 FTE: 1 Department: FMO	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under the direction of an assigned supervisor, perform a variety of skilled activities in one or more of the building trades. Included re rough, and finished carpentry; the installation, maintenance and repair of electrical systems and equipment; the repair and servicing of heating, refrigeration, and air conditioning systems; the maintaining and repairing of plumbing fixtures and systems. <p>2. Current status of position:</p> <p>Vacant</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 type="checkbox"/> Critical threshold of instruction and support services b. <input checked="" type="checkbox"/> Legal mandate Cal-OSHA, Plumbing codes, Health codes c. <input checked="" type="checkbox"/> Accreditation requirements Physical Plant III.B. Maintained buildings. d. <input checked="" type="checkbox"/> Health and safety priorities Health codes and sanitation 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: 1327901-2110 ○ Annual Salary at Step B: \$55416 plus benefits

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Research & Planning Analyst Position #: New FTE: 1.0 Level: CL-44 Department: College Planning & Institutional Effectiveness	<p>1. Key responsibilities of position:</p> <p>Under the direction of the Senior Dean of College Planning & Institutional Effectiveness, the research analyst is responsible for performing activities in support of a comprehensive institutional research program which includes designing, conducting, writing and presenting college-wide and districtwide research and evaluation studies; providing information and research for planning and evidence-based decision-making; supporting long-range planning functions, institutional effectiveness processes and assessment of short-term plans through collaboration, research and evaluation; and developing and maintaining databases and queries in support of research functions.</p> <ul style="list-style-type: none"> ○ Consults with administrators, representatives of governmental and private organizations, employee groups, and others regarding the coordination of District research needs in planning, analyzing, and reporting for current studies, results of research, and related matters. ○ Makes recommendations to staff regarding directions the District should take in the areas of educational analysis, reporting and planning. ○ Extracts, verifies, compiles, analyzes and formats data from college databases and other sources for planning, decision-making, evaluation, and accountability purposes. ○ Creates or customizes, to faculty staff and community specifications, quantitatively sound, criterion referenced survey instruments for a variety of research projects. ○ Performs qualitative and quantitative analysis, as well as secondary data analysis, on assigned research projects, and interpret findings in written reports and oral presentations. ○ Performs ad hoc queries and create reports from the college databases using a variety of computer languages, query tools, and report writers. ○ Develops and maintains a collection of data and reports to support program review, student learning outcomes, accreditation, matriculation, data integrity, and state and federal reporting requirements. ○ Helps to coordinate the strategic planning process that integrates program review, unit planning, divisional planning and college-wide planning which establish annual and long range goals ○ Assists with the preparation of Student Equity reports by providing tabular, graphic and statistical content, descriptions of analytical methods, and narratives of findings and conclusions. Participates in the development, administration, and maintenance of institutional research databases and automated reporting systems, which includes developing, coordinating and maintaining comprehensive institutional research databases, including a data warehouse; optimizing efficiency of the research function by identifying and automating repetitive tasks; partnering with internal departments to ensure

		<p>the integrity of data; assisting in the development of automated enrollment reports; and performing related activities.</p> <ul style="list-style-type: none"> ○ Utilizes advanced techniques and functions, including Microsoft SQL, Microsoft Access, Tableau and other data management and query software to develop, administer, and maintain institutional research databases, automated reporting systems, and complex queries and access the District’s general enterprise databases. <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"> ○ Critical threshold of instruction or support services: The depth and breadth needed to prepare mandatory reports and to collect, verify, compile, and analyze data for college-wide planning, program review, and accreditation purposes are ongoing. Reporting requirements related to CCCCO Vision for Success/Roadmap to Success are also expanding, including a whole new system of reporting for several Categorical Programs called Vision Aligned Reporting as well as additional AB 705 reporting and planning. There are CTE reports needed as well, and the CPIE office has not been able to fulfill ad hoc requests from faculty and staff for some time. The depth and breadth of the research work needed is more than what one campus researcher can complete. Cuyamaca has two full-time researchers and has fewer students. The two colleges are also currently heavily involved in preparing the Institutional Self-Evaluation Reports for accreditation, which also has a heavy research component related to institutional effectiveness. ○ Essential supervision <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ✓ Is position included in the current budget? No ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1338001; 2110 ○ Annual Salary at Step B: \$74,484
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