

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/9/21

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: CDC Assistant Sr. Position #: IA-00100 FTE: .90 Level: 24 Department: CDC	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Classroom management: plan environment and curriculum, engage children for learning during individual and group activities, support staff duties, work with lab students on college coursework evaluate assignments. ○ Manage classroom staff for constant supervision, completion of classroom routines and proper ratios. Complete observation, documentation, and all required assessments and child level outcomes. ○ Provide parent/teacher conferences twice yearly, participate in monthly staff meetings, guide and train student workers and learners. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget Filling a vacancy ○ 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) 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates As per Title V regulations, section 18290 student teacher ratios must be maintained. Children must be visually supervised at all times (even in restroom and while napping) Title 22 regulations, Section 101229. ○ Accreditation requirements ○ Health and safety priorities: the health and safety of the children must be continually observed. Children must be inspected daily for illness. Active supervision is a requirement for all CDC grants: CDE, and Head Start. ○ Critical threshold of instruction or support services ○ Essential supervision A high quality teaching staff provides examples of best practices in care and early education for the children and role modeling and mentorship for our Child Development instructional programs for students.

		<p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">○ Is position included in the current budget? Yes <u>General Childcare and Head Start grants</u>○ Funding Source? Restricted○ Smartkey and Salary Object: 1371591 Object code:2210○ Annual Salary at Step B: \$30,330

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

August 9, 2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Administrative Assistant III</p> <p>Position #: CL-00508</p> <p>FTE: 1.0</p> <p>Level:</p> <p>Department: Student Affairs</p>	<ul style="list-style-type: none"> ○ Key responsibilities of position: <ul style="list-style-type: none"> ○ This position serves as the primary point of contact for the Office of Student Affairs and Dean of Student Affairs. The position acts as the Dean’s liaison with District administrators, staff, faculty, students and the public, coordinating resolutions to issues, problems, and complaints as appropriate. ○ The position answers telephones, greets the public, including usage of Free Speech Zones; provides routine information and assistance to callers, takes messages or refer calls or visitors to appropriate personnel; schedules appointments for students, faculty or the public as appropriate. ○ This position performs a variety of time-sensitive and detailed clerical duties such as preparation and maintenance of student conduct, grievance and Title IX correspondence and files. ○ The position facilitates purchasing, memoranda, reports, requisitions, forms, agendas and minutes and other materials, as well as recording and tracking information from a variety of sources. ○ Current status of position: <ul style="list-style-type: none"> ○ Filling a vacancy due to resignation. ○ Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates: This position is critical to meet the minimum critical threshold of support services. The Student Affairs Office is open to the public from 9am-5pm Monday through Thursday and 8am-1pm Friday. The Administrative Assistant III provides support to the Dean of Student Affairs, as well as all of the key functions of the Student Affairs, including the following mandates: <ul style="list-style-type: none"> ▪ Constitution Day (Congressional Initiative [Federal Register: May 24, 2005 (Volume 70, Number 99)]) ▪ Sexual Harassment & Discrimination (Title IX Education Amendments of 1972, Title VII Civil Rights Act, GCCCD GB Policy 3430) ▪ Student Due Process (Ed Code 66300) 14th Amendment ▪ Grievances (Ed Code 76221) 14th Amendment ▪ Freedom of Speech (Ed Code 76120) ○ Accreditation requirements: To provide appropriate, comprehensive, and reliable services to students.

		<ul style="list-style-type: none"> ○ Health and safety priorities: <ul style="list-style-type: none"> ▪ Prepares paperwork for hire and evaluation of adjunct mental health counselors. ▪ Reduces student and staff anxiety by ensuring uninterrupted services to students. ▪ Helps ensure safety protocols are met including maintaining appropriate staffing in a small office that oversees a variety of high stress functions. ○ Critical threshold of instruction or support services: <ul style="list-style-type: none"> ▪ Due to program’s workload, high demand and minimal staffing, other staff is required to compensate for lack of availability and has caused additional stress on already heavy workloads. ▪ Need to fill this position permanently to provide consistency in service and supervision. ○ Essential supervision: Employee carries high responsibility in assisting the Dean of Student Affairs in ensuring timely communication surrounding conduct and complaint processes. ○ Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1336001-2117 ○ Annual Salary at Step B: CL-32: Step B \$3,945 (mo)

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: District Account Technician Position #: CL-00550 FTE: 1.0 Level: Range 36 Department: Accounting	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ 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. ○ Prepare and process various source documents involved in financial transactions, such as invoices, requisitions, purchase orders, checks and receipts. ○ 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. ○ Review financial documents to assure accuracy, audit for completeness and compliance with applicable regulations, requirements and established procedures. ○ 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. ○ Coordinate communication and accounting activities with other district departments and personnel, governmental and private agencies, vendors and financial institutions. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Replacement of a vacant position due to resignation that is currently funded. <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 <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: 1117001-2110 ○ Annual Salary at Step B: \$54,876 plus benefits

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Benefits Technician Position #: CL-00205 FTE: 1.0 Level: CL-30 Department: Human Resources	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Timely respond to employee benefits questions regarding medical, auxiliary benefits, retirement benefits, retirement savings etc. ○ Manage employee Workday processes for qualifying benefits events ○ Manage/update vendor portals according to benefits changes (TASC and Delta Dental) ○ Run monthly audits to ensure compliance (COBRA, overage dependents, and unfinished Workday processes) ○ Conduct Benefits Orientation and coordinate Benefits Workshops ○ Support all Open Enrollment planning and execution 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Critical threshold of support services 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted General Fund ○ Smartkey and Salary Object: 11114501 - 2110 ○ Annual Salary at Step B: \$45,960 plus benefits