

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

7/12/2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> CDC Aide  <b>Position #:</b> <b>CL-00204</b>  <b>FTE:</b> 0.9  <b>Level:</b> CL-12  <b>Department:</b> CDC	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Classroom management: support CDC Assistant Sr. in planning environment and supporting curriculum implementation. Engage children for learning during individual and small group instruction</li> <li>○ Support classroom for constant supervision, completion of ratios and daily routine care.</li> <li>○ Support CDC Assistant Sr. with child observations and documentation required for all child assessments, child level outcomes, and school readiness goals.</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> </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. <b>Legal mandates:</b> As per Title V regulations, Section 18290 student teacher ratios must be maintained to be in compliance. Early Head Start classrooms must maintain a ratio of 1 adult for every 4 children. Children must be visually supervised at all times (even in restroom and while napping). Health and Human Services Title 22 regulation 101229.</li> <li>b. <b>Health and safety priorities:</b> The health of the children must be continuously observed. Children must be inspected daily for illness. Health and Human Services Title 22 101226.2 &amp; 101226.3</li> <li>c. <b>Critical threshold of instruction or support services:</b> This position is critical to the daily operations of the CDC lab and the childcare and education services that are provided to the children who attend the center. A high quality teaching staff provides examples of best practices in early care and education for the children; modeling and mentorship for our campus Child Development instructional program for Child Development college students</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</li> <li>○ Funding Source? (State General Child Care)</li> <li>○ Smartkey and Salary Object:1371591/1372194 Object: 2110</li> <li>○ Annual Salary at Step B: \$21,270</li> </ul>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**July 12, 2021**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> Dean of Student Success &amp; Equity</p> <p><b>Position #:</b> MG-00144</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> MG-10</p> <p><b>Department:</b> GC-1141 College Planning &amp; Institutional Effectiveness</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Under the direction of the Senior Dean of College Planning &amp; Institutional Effectiveness, the Dean of Student Success &amp; Equity (SSE) will provide a foundation for student success by coordinating student success and equity initiatives at Grossmont College.</li> <li>○ The Dean of SSE will lead efforts to identify and assess strengths and challenges surrounding issues of diversity, inclusion, and equity and will promote cultural and transformative change by identifying future goals and strategies to enhance student access, success, and equity that are integrated with strategic and other institutional planning.</li> <li>○ In addition, the Dean of SSE will assist in the planning and implementation of professional development activities related to student success and equity.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Replacement due to resignation as of June 23, 2021. This position is included in the budget.</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>○ Critical threshold of instruction or support services</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? <b>Yes</b></li> <li>○ Funding Source? <b>Restricted</b></li> <li>○ Smartkey and Salary Object: <b>1372391-2140</b></li> <li>○ Annual Salary at Step B: <b>\$123,264</b></li> </ul>

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**STRATEGIC HIRE REQUEST**

**07/12/2021**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Biology Laboratory Technician II  <b>Position #:</b> IA-00140  <b>FTE:</b> 1  <b>Level:</b> 32  <b>Department:</b> Biology	<p><b>1. Key responsibilities of position:</b>            Assist in the maintenance of the animal house, lath house, greenhouse, exhibit areas, and other storage facilities, including dusting, cleaning, and disinfecting (as necessary) of all surfaces and equipment, etc. Assist the Biology Technician, Senior in the preparation of the annual department budget in researching budget requests, monitoring expenditures and maintaining spending limits. Assist in the regular care of animals kept in the animal house, labs, or prep areas, and maintain or raise cultures of protozoa, insects, brine shrimp, etc.</p> <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> </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>○ Health and safety priorities              The Lab Tech II works to achieve and maintain efficient and safe operation of the Biology department lab facilities through the monitoring, ordering, and maintenance of supplies needed for Biology lab instruction. The tech also maintains specialized equipment.</li> <li>○ Essential supervision              The tech assists instructors and students in the use of advanced instructional equipment.</li> <li>○ Critical threshold of instruction              The Science Lab Tech II is necessary for the Biology department to maintain the current lab offerings. Failure to replace the position could result in a reduction of offerings in an already highly impacted department.</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</li> <li>○ Funding Source? Unrestricted General Fund</li> <li>○ Smartkey and Salary Object: 1380202_Biology II Biological Sci</li> <li>○ Annual Salary at Step B: \$48,756</li> </ul>

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Campus and Parking Services Operations Assistant</b></p> <p>Unit/Classification:  <b>CL-28</b></p> <p>Position #:  <b>CL-00656</b></p> <p>FTE:  <b>1.0</b></p> <p>Department:  <b>Public Safety</b></p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>• This position is an assistant to the CAPS department and operations and the director</li> <li>• Responsible for customer service, coordination on projects with the Director, workday management for the department and answering the departmental emails.</li> <li>• Maintain special event schedule and communicate it to CAPS personnel</li> <li>• Activate, deactivate, and monitor fire and intrusion alarms, turn off lights and running water to buildings.</li> <li>• Secure doors, windows and gates in and to buildings</li> <li>• Respond to calls for service, such as traffic control, unlocking rooms and offices.</li> <li>• Serve as a backfill in the office if needed, freeing up a specialist for work in the field.</li> <li>• Review first level parking citations; make decisions to uphold, reduce, or dismiss parking citations. Coordinate administrative procedures for level two citation review.</li> </ul> <p><b>2. Current status of position?</b></p> <p>With the reduction in the number of deputies on campuses and CAPS hiring additional staff for safety and security, there is a need to fill this vacancy which was vacated in December 2019 and frozen in March 2020. This position will free up the CAPS specialists from office duties to be more out in the field and monitoring the campuses.</p> <p><b>3. Strategic Staffing Rationale</b></p> <p>Critical threshold of support services to both campuses</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <ol style="list-style-type: none"> <li>a. Position will be included in the adoption budget</li> <li>b. Funding Source: Position is split between UGF (30%) and Parking Funds (70%)</li> <li>c. SmartKey and Object code: 1119400/1119091-2110</li> <li>d. Annual Salary at Step B: \$43,320 plus benefits</li> </ol>

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> Campus and Parking Services Specialist</p> <p><b>Position #:</b> Z-00009858</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> CL 30</p> <p><b>Department:</b> Public Safety</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Provide vehicle and foot patrol of campus roads, walkways, parking lots and all buildings districtwide</li> <li>○ Observe and report acts of vandalism, thefts, unusual behavior, and intrusions to buildings</li> <li>○ Observe and report unsafe conditions and fire hazards</li> <li>○ Secure doors, windows and gates</li> <li>○ Provide parking and traffic control services including issuing parking citations</li> <li>○ Activate, deactivate, and monitor fire and intrusion alarms</li> <li>○ Provide escorts to faculty, staff and students</li> <li>○ Provide public relations/customer services to faculty, staff, students and the public as requested</li> <li>○ Participate in campus emergencies operations as directed</li> </ul> <p><b>2. Current status of position:</b></p> <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</li> <li>■ Org Mod approval date 6/15/21</li> </ul> </li> </ul> <p><b>3. Strategic Staffing Rationale:</b></p> <p>Critical threshold of support services. This position was created to maintain continuity of operations for both campuses especially at Cuyamaca College.</p> <p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Position will be included in the adoption budget</li> <li>○ Funding Source: Position is split between UGF (30%) and Parking Funds (70%)</li> <li>○ SmartKey and Object code: 1119400/1119091-2110</li> <li>○ Annual Salary at Step B: \$45,960 plus benefits</li> </ul>