GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
May 10, 2021
Date

Site	Position	Justification
☒ GC ☐ CC ☐ DS	Please include: **Position Title:** Business Services Specialist **Position #:** CL-00155 **FTE:** 1.0 **Level:** CL-26 **Department:** Administrative Services/Business Communications Services	**1. Key responsibilities of position:** o Perform a variety of business service functions including answering and directing incoming telephone calls to the main campus switchboard. o Perform clerical work, data entry, schedule and process campus facilities. o Provide services to faculty and staff regarding telephones, travel arrangements, car/van rentals, key issuance, and other related business office services. o Assist in daily management of mail and related mail center services. o Assist campus staff in preparing and using all business office forms. o Maintain a variety of financial records, logs, reports and files. **2. Current status of position:** o **Filling a replacement position included in the budget** This position is filling a vacancy created on January 2, 2020 when the previous Business Services Specialist accepted a position elsewhere on campus. The posting process began but was delayed due to the COVID-19 pandemic. o Filling a restructured position included in the budget ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ o Filling a new position ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ o Other (please specify) **3. Strategic Staffing Rationale:** Please address at least one of the following items: o Legal mandates o Accreditation requirements o Health and safety priorities o **Critical threshold of instruction or support services** Per the responsibilities noted above, this position is necessary to maintain a critical threshold of educational and support services. o Essential supervision **4. Budget Impact – Please specify the following:** o Is position included in the current budget? Yes o Funding Source? Unrestricted o Smartkey and Salary Object: 1328001-2110 o Annual Salary at Step B: $40,836, plus benefits

Site	Position	Justification

☒GC
☐CC
☐DS
	Please include:
	
	Position Title:
	Health Professions Specialist
	
	Position #:
	CL-00631
	
	FTE: .60
	
	Level: 28
	
	Department:
	Allied Health and Nursing
		1. Key responsibilities of position:
		Working under the direction of the Senior Dean of Allied Health and Nursing and Program Coordinators, organize and manage day-to-day office activities related to specialized health programs.
		▪ Maintain student and program related statistical data throughout each cohort for accreditation reports.
		▪ Developing and maintaining confidential files in multiple databases for various student groups in compliance with FERPA and HIPAA.
		▪ Prepare and evaluate program application requirements needed for accreditation, college policies and outside facility contracts.
		▪ Maintain continual communication with perspective applicants, waitlisted students, current program students and graduates.
		▪ Read and interpret bloodwork and immunization documentation for prospective students. Confirm or deny immunization status to prospective student; relay accurate immunization requirements.
		▪ Process and track confidential healthcare facility compliance paperwork for students and faculty participating in clinical experiences at major health care facilities throughout San Diego County. Act as liaison to various student placement offices and ensure all onboarding processes are adhering to their standards and policies, which can vary at each facility.
		▪ Coordinate program activities with other district departments and personnel, healthcare agencies, educational institutions and community organizations.
		▪ Continue and make additions to the Allied Health program websites to ensure accuracy for accreditation and college standards.
		▪ Provide daily support for program coordinators assuring college and accreditation requirement deadlines and regulations are adhered to. Including writing new student requirement packets, orientation materials, student letters, program completion certificates, etc.
		▪ Coordinate department and advisory meetings; prepare agendas and participate in meetings while taking, transcribing and distributing meeting minutes.
		
		2. Current status of position:
		
		 ○ X Filling a replacement position included in the budget
		 ○ Filling a restructured position included in the budget
		  ■ Has an Org Mod been approved? Yes / No
		  ■ Org Mod approval date _____
		 ○ Filling a new position
		  ■ Has an Org Mod been approved? Yes / No
		  ■ Org Mod approval date _____

o   Other (please specify)

3. **Strategic Staffing Rationale:**
    Please address at least one of the following items:

On site accreditation review visits are scheduled for all programs in the next two years. The preparation of self-studies is currently underway and the HPS, and their work, is a critical resource in gathering and reporting the activities of each program over a period of the last 3 to 7 years. The data management required for Allied Health programs are unique at the college and not similar to the requirements of any other college programs. The individual in this position collects and reports data and interfaces with students in each of the Allied Health programs to prepare their individual data for clinical placement, assisting them with maintaining the currency of required information throughout the program.

4. **Budget Impact – Please specify the following:**
    o   Is position included in the current budget? Yes
    o   Funding Source? Unrestricted
    o   Smartkey and Salary Object:

50% from each program

1370605_RespiratoryTherapy
1370607_Occupational
Therapy

Annual Salary at Step B: 38,728.08

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
_____May 10, 2021_____
Date

Site	Position	Justification
☒ GC ☐ CC ☐ DS	Please include: **Position Title:** **Job Placement Case Manager Specialist (CTE/Strong Workforce)** **Position #:** **CSEA** **Range 41** **FTE:** 1.0 **Level:** **Department:** CTE	**1. Key responsibilities of position:** o **Support achieving the Strong Workforce Program Outcomes** o **Create systems for Career Education Job Placement** o **Work with Career Faculty on Increase Job Placement Outcomes** o **Implement Strong Workforce job placement outcomes** **2. Current status of position:** o Filling a replacement position included in the budget o Filling a restructured position included in the budget ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ o Filling a new position ■ Has an Org Mod been approved? **Yes** / No ■ Org Mod approval date _____ o Other (please specify) **3. Strategic Staffing Rationale:** Please address at least one of the following items: o Legal mandates *Strong workforce requirements to increase job placement and closer connection between industry and CTE programs.* o Accreditation requirements o Health and safety priorities o Critical threshold of instruction or support services o Essential supervision **4. Budget Impact – Please specify the following:** o Is position included in the current budget? Yes / **No** o Funding Source? Unrestricted / **Restricted- Strong Workforce** o Smartkey and Salary Object: o Annual Salary at Step B:

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STRATEGIC HIRE REQUEST
_____May 10, 2021_____
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Site	Position	Justification
☒GC ☐CC ☐DS	Please include: **Position Title:** **Science Lab Technician III - Physical Science, Physics and Astronomy** **Position #:** IA-00009 **FTE:** Classified **Level:** 36 **Department: Physical Science, Physics and Astrononamy**	**1. Key responsibilities of position:** Perform a variety of responsible, skilled, specialized and technical duties related to the organization, coordination and operation of physics, astronomy and physical science laboratories. Interpret circuit schematics and perform repairs on sophisticated electronic equipment such as oscilloscopes, oscillators, generators, power supplies, Geiger counters, multimeters, lasers and microwave equipment. Maintain and operate the college observatory, which includes a computerized telescope along with other telescopes, solar filters and a variety of eyepieces. Mix chemicals, produce and develop 3-D holograms using laser technology. Maintain departmental videocassettes and super 8 film loops; operate audio-visual equipment. Perform a variety of duties in the care of the college weather station including maintaining its mechanical instruments, reading rain gauges and wind speeds. Dry mount and heat press charts and diagrams. Experience working with lasers and microwave equipment, and experience in the repair of electronic equipment required. **2. Current status of position:** o Filling a replacement position included in the budget The current employee is retiring May 31st, 2021 **3. Strategic Staffing Rationale:** Please address at least one of the following items: o Critical threshold of instruction There is only on lab technician in Physics, Physical Sciences and Astronomy. If we do not replace this position in the early Summer then we will not be able to offer in person labs in these areas for the Fall 21 semester. **4. Budget Impact – Please specify the following:** o Is position included in the current budget? Yes o Funding Source? Unrestricted o Smartkey and Salary Object: 1380601_Physics o o Annual Salary at Step B: $54,876 o

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
_____May 10, 2021_____
Date

Site	Position	Justification
☒GC ☐CC ☐DS	Please include: **Position Title:** **Science Lab Technician II Chemistry** **Position #:** IA-00142 **FTE:** Classified Full Time 40 hour per week **Level:** 32 **Department:** Chemistry	**1. Key responsibilities of position:** Prepare solutions, chemicals, reagents, unknowns and other instructional materials and equipment for teachers' demonstrations, laboratory exercises and student use as requested, according to approved procedures. Operate a wide variety of specialized equipment commonly found in chemistry laboratories including glassware, balances, computer and other technical apparatus, instrumentation and measuring devices. **2. Current status of position:** o Filling a replacement position included in the budget Employee is resigning August 2021. **3. Strategic Staffing Rationale:** Please address at least one of the following items: o Critical threshold of instruction The Chemistry Lab Technician II is necessary for preparing labs and maintaining the support needed to run our Chemistry Lab sections. Without a replacement our ability to offer Chemistry Lab Sections will decrease and force the loss of FTES in this area. **4. Budget Impact – Please specify the following:** o Is position included in the current budget? Yes o Funding Source? Unrestricted o Smartkey and Salary Object: 1381001_Chemistry o Annual Salary at Step B: $48,756

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
4/21/2021
Date

Site	Position	Justification
☐GC ☒CC ☐DS	Please include: **Position Title:** Network Specialist II **Position #:** 2 Positions – CL-00400 CL-00484 **FTE:** 1.0 12 Months **Level:** 41 **Department:** Instructional Computing Services	**1. Key responsibilities of position:** o Provide campus wide support of all instructional computers including faculty computers, computer labs, laptops and printers. o Design, install and maintain computer networks and devices o Support instructional software in local and wide area networks **2. Current status of position:** o Filling a replacement position included in the budget (SERP retirement) **3. Strategic Staffing Rationale:** Please address at least one of the following items: o Critical threshold of instruction or support services There are over 30 computer labs with about 15 pieces of specialized software on campus and the Network Specialist II role creates and maintains the images for these labs. In addition, there are nearly 100 classrooms with smart cart capability and this role supports the computers in the cart. There are also 100 laptops for student check-out, 80 faculty offices, 225 faculty and lab printers and 6 faculty workrooms. The Network Specialist II role is the backbone of the Instructional Computing Services department and we currently have none. If we are to return to campus we need these roles in place. District IT is trying to provide back-up support but it is not sustainable. **4. Budget Impact – Please specify the following:** o Is position included in the current budget? **Yes - SERP** o Funding Source? **Unrestricted** o Smartkey and Salary Object: **1442003-2110** o Annual Salary at Step B: **$63,624 x 2 positions = $127,248**

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
___5.10.2021___
Date

Site	Position	Justification
☐ GC ☒ CC ☐ DS	Please include: **Position Title:** Job Placement Case Management Specialist **Position #:** Z-00008883 **FTE:** 1.0 **Level:** CL 41 **Department:** Career Technical Education	**1. Key responsibilities of position:** o Under the general direction of an assigned manager, the specialist will develop and execute a case management system to provide students with career readiness skills and employment preparation strategies. They will prepare students to obtain and retain positions as interns, co-op students, student workers, and permanent employees. The specialist collaborates with and is a resource to Career Technical Education (CTE) departments and faculty to ensure that all program-related milestones and regional, district, and department goals are achieved. **2. Current status of position:** ■ Has an Org Mod been approved? **Yes** ■ Org Mod approval date **12/2019** **3. Strategic Staffing Rationale:** Please address at least one of the following items: o Legal mandates – Strong workforce requirements to increase job placement and closer connection between industry and CTE programs. o Accreditation requirements o Health and safety priorities o Critical threshold of instruction or support services – Position must meet institutionalization to be funded. Growth in the support area has met full implementation threshold. o Essential supervision **4. Budget Impact – Please specify the following:** o Is position included in the current budget? **Yes** o Funding Source? **Restricted / Regional Strong Workforce** o Smartkey and Salary Object: **1111085-2110** o Annual Salary at Step B: **$63,624**

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
4/21/2021
Date

Site	Position	Justification

☐GC
☐CC
☒DS
	Position Title:
	
	Director, Public Information, Government Relations, and Community Relations
	
	Unit/Classification:
	Confidential Administrator M-10
	
	Position #:
	Pending
	
	FTE: **1.0**
	
	Department:
	Marketing & Communications
		1. **What will the position do?**
		Serve as the Public Information Officer. Monitor legislation. Develop and recommend legislative strategies. Develop positive relationships with key regional stakeholders in government, communities, business and the media. Assist with clear and consistent communication among the colleges, district offices, Board of Trustees and public. Lead the District's communication with regards to negotiations
		
		2. **Current status of position:**
		Broadening the scope of responsibilities for the director position to include legislative strategies and communications strategies with negotiations. These new responsibilities align in part with the previous incumbent (Danna Quitner) job description.
		
		3. **Strategic Staffing Rationale:**
		Please address at least one of the following items:
		
		Critical support service - the position is essential for communications with all internal and external constituent groups. It will lead the legislative strategy efforts as well.
		
		4. **Budget Impact – Identify the following:**
		  a. Is position included in the current budget? **Yes** (defunding MG-00115 Director, Communications & Public Information)
		  b. Funding Source: **Unrestricted General Fund**
		  c. Smartkey and Object code: **1111305-2150**
		  d. Fiscal Impact at Step B: **$122,760 plus benefits**

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
4/21/2021
Date

Site	Position	Justification
☐GC ☐CC ☒DS	Please include: **Position Title:** Payroll Technician **Position #:** CY-00001 **FTE:** 1.0 **Level:** Range 34 **Department:** Payroll	1. **Key responsibilities of position:** ○ Receive, analyze and audit timesheets and hire letters. Prepare and input information to generate accurate employee pay; review and revise preliminary payroll run records; prepare budget conversions. ○ Analyze, calculate and post necessary adjustments to regular monthly and hourly pay; determine appropriate pay rates and deductions. ○ Calculate and prepare pay warrants manually as needed, compute payroll adjustments for revised/cancelled hire letters, docks, bonuses and other unusual items ○ Verify and audit substitute time sheets for accuracy, completeness and compliance with established procedures against instructor absence reports. ○ Calculate and post accurate information to appropriate leave time records. 2. **Current status of position:** ○ Replacement of a vacant position that is currently funded 3. **Strategic Staffing Rationale:** Please address at least one of the following items: ○ Critical threshold of instruction or support services 4. **Budget Impact – Please specify the following:** ○ Is position included in the current budget? **Yes** ○ Funding Source? **Unrestricted General Fund** ○ Smartkey and Salary Object: **1117101-2110** ○ Annual Salary at Step B: **$51,732 plus benefits**