

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

11/19/25

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Accounting Analyst Position #: NEW FTE: 1.0 Level: TBD Department: District Accounting	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Plan, organize, and assist the central accounting of the District to provide internal financial control and auditing to ensure efficient and effective use of educational funds through sound fiscal management practices; perform financial aid cash management; perform a variety of complex accounting analysis. Maintain student receivables, implementing new system projects. Review and monitor but not limited to internal controls, the general ledger, payroll, financial transactions, and acquisitions ensuring compliance with District policy and procedures. <p>2. Current status of position:</p> <p style="padding-left: 20px;">This is a new position that will be funded through re-org of District Business Services division.</p> <ul style="list-style-type: none"> ○ <input type="checkbox"/> Filling a replacement position included in the budget ○ <input checked="" 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 checked="" 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: 1117001-2110 ○ Annual Salary at Step B: \$TBD plus benefits

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Purchasing Analyst Position #: New FTE: 1.0 Level: TBD Department: District Purchasing	1. Key responsibilities of position: <div style="margin-left: 20px;"> <input type="checkbox"/> Administers bidding process and contracts for vendor performance/compliance within established limits (e.g. prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements. Coordinates with facilities project manager throughout the public works project including but not limited to bid packet creation, job walk, award documents, and labor compliance. </div> 2. Current status of position: <div style="margin-left: 20px;"> This is a new position that will be funded through re-org of District Business Services division. </div> <div style="margin-left: 20px;"> <input type="radio"/> <input type="checkbox"/> Filling a replacement position included in the budget <input type="radio"/> <input checked="" type="checkbox"/> Filling a restructured position included in the budget <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Has an Org Mod been approved? Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Org Mod approval date _____ </div> <input type="radio"/> <input type="checkbox"/> Filling a new position <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Has an Org Mod been approved? Yes <input type="checkbox"/> / No <input type="checkbox"/> <input checked="" type="checkbox"/> Org Mod approval date _____ </div> <input type="radio"/> <input type="checkbox"/> Other (please specify) </div> 3. Strategic Staffing Rationale: Please address at least one of the following items: <div style="margin-left: 20px;"> 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 </div>
		4. Budget Impact – Please specify the following: <div style="margin-left: 20px;"> <input type="radio"/> Is position included in the current budget? Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/> <input type="radio"/> Funding Source? Unrestricted <input checked="" type="checkbox"/> / Restricted <input type="checkbox"/> <input type="radio"/> Smartkey and Salary Object: 1118501-2110 <input type="radio"/> Annual Salary at Step B: \$ TBD plus benefits </div>

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

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Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Administrative Assistant III Position #: new FTE: 1.0 Level: Department: Student Services	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under the direction of an M-10 through M-11 level administrator, perform a variety of difficult and complex specialized and responsible secretarial and administrative assistant duties to relieve the administrator of operational detail. See official job description: https://www.gcccd.edu/_resources/docs/human-resources/job-descriptions/C.32%20-%20ADMINISTRATIVE%20ASSISTANT%20III.pdf <p>2. Current status of position:</p> <p>This is a new position. Grossmont's Dean of Student Success & Equity is the only M-10 level dean without an administrative assistant III.</p> <ul style="list-style-type: none"> ○ <input 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 checked="" type="checkbox"/> Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input checked="" 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 The dean will be overseeing Counseling faculty in the Village (LTR) 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 type="checkbox"/> /No <input checked="" type="checkbox"/> ○ Funding Source? Unrestricted <input type="checkbox"/> /Restricted <input checked="" type="checkbox"/> ○ Smartkey and Salary Object: 1372394, 1376790, 1333194 - 2110 ○ Annual Salary at Step B: \$55,910.40 plus benefits \$55,908

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Student Services Assistant</p> <p>Position #: <i>Pending</i></p> <p>FTE: 1.0</p> <p>Department: A.R.C.</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Provide a wide variety of information and assistance to students ○ Perform specialized and complex clerical and technical duties involved in providing assistance to student in the A.R.C. ○ Provide technical assistance and information to students regarding A.R.C. records, registration, career, interest, counseling services, refer students with professional needs to a counselor ○ Obtain district and other college transcripts for counselors utilizing filing and data processing systems ○ Explain college and A.R.C. policies and procedures to students; schedule counseling appointments and maintain related records ○ Train and provide work direction and guidance to student workers <p>2. Current status of position: The position is currently vacant.</p> <p> <input 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 checked="" type="checkbox"/> Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/> ■ Org Mod approval date <u>09/2025</u> <input type="checkbox"/> Other (please specify) </p> <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <p>a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services The number of students served by the A.R.C. is growing. The need for more individualized assistance navigating the college and department processes is increasing. Students need to have a consistent, knowledgeable staff member who they can trust, who is dedicated fully to the program, and who is available throughout the whole week. Expertise and knowledge specifically related to helping students with disabilities is crucial in supporting this specific population. The department strives to serve new students and to retain the students who are already at the college. This position would support these goals.</p> <p>b. <input checked="" type="checkbox"/> Legal mandate The A.R.C. is under Title V mandates and regulations. The Student Services Assistant will be essential in assisting all students with disabilities who are receiving A.R.C. services.</p> <p>c. <input type="checkbox"/> Accreditation requirements</p>

d. ☐ Health and safety priorities

e. ☐ Essential supervision

4. Budget Impact – Please specify the following:

- Is position included in the current budget? Yes ☒ / No ☒
- Funding Source? Unrestricted ☐ / Restricted ☒
- Smartkey and Salary Object: 1335091-2110
- Annual Salary at Step B: \$45,456 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

11.19.25

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Athletic Trainer Position #: New FTE: 1.0 Level: Range 40 Department: Athletics	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under the direction of an assigned supervisor in the athletics department, is responsible for the therapeutic care, injury prevention, and rehabilitative treatments of student-athletes. The Athletic Trainer is also responsible for developing and educating athletic training students. The Trainer is the first responder in emergency situation involving the student-athlete, performs immediate treatment and care of injuries, makes decisions regarding and coordinates medical referral when necessary, organizes and tracks insurance information, performs extended treatment and rehabilitation of athletic injuries and makes decisions regarding return to play. <p>2. Current status of position:</p> <p style="margin-left: 20px;">Vacant</p> <ul style="list-style-type: none"> ○ <input 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 checked="" type="checkbox"/> Other (please specify) Adding Additional Athletic Trainer to Existing Athletic Trainer Roles in Athletics Department. <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 type="checkbox"/> Legal mandate c. <input type="checkbox"/> Accreditation requirements d. <input checked="" type="checkbox"/> Health and safety priorities This role is to properly support and cover our student-athletes' Athletic 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 type="checkbox"/> /No <input checked="" type="checkbox"/> ○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: 1326001-2110 1336500 -2110 ○ Annual Salary at Step B: \$66,972.00 plus benefits <p style="text-align: right;">\$70,824</p>

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11/19/2025

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: CARE Program Specialist</p> <p>Position #: <i>Pending</i></p> <p>FTE: 1.0</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> Communicate and assist in implementing directives from the EOPS/CARE Programs according to the State Chancellors Office and Title V. Oversee the implementation of policies and procedures of the EOPS/CARE Office. Perform a variety of specialized and complex clerical and technical duties independently in support of assigned area, such as awarding EOPS and CARE book accounts and grants. designing and developing student database record sets, manage data for program reports and state MIS reports, posting records, data entry and retrieval, researching, and compiling, recording, tracking and verifying information from a variety of sources. Provide technical assistance and information to students regarding records, financial aid, book accounts, registration, EOPS requirements, CARE requirements, graduation requirements, transfer requirements, and selected major requirements. Refer students with professional needs to a counselor. Explain college and EOPS/CARE policies and procedures to students; schedule counseling and peer counselor appointments and obtain district and other college transcripts for counselors utilizing filing and data processing systems. Train and provide work direction to assigned personnel; prioritize, assign and review work; participate in interviewing job applicants and provide input for performance evaluations as requested. <p>2. Current status of position:</p> <ul style="list-style-type: none"> <input 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 checked="" type="checkbox"/> Filling a new position

Department:
EOPS/CARE

- Has an Org Mod been approved? Yes ☒ /No ☐
- Org Mod approval date 9/2025
- ☐ Other (please specify)

3. Strategic Staffing Rationale:

Please address at least one of the following items:

- a. ☒ Critical threshold of instruction and support services
This position is essential to the recruitment, retention, and completion of our EOPS and CARE students. They review applications and verify student eligibility for the programs. They maintain the MIS student roster that is reported directly to the state and affects our annual fund allocations. They provide direct services to students, such as meal cards, gas cards, grocery cards, and bus passes. They work directly with Financial Office and Bookstore to distribute financial services to our students, such as the Book Voucher and Grant.
CARE students need continuous, intrusive case management. The Program Specialist will maintain contact with students on an ongoing basis. They will also build a bridge between the County and the CARE program, as well as, a bridge between CalWORKs and CARE, and other college programs and outside agencies/resources.
- b. ☒ Legal mandate
The EOPS and CARE programs must follow Title 5 guidelines and program guidelines established by the State Chancellor's Office. The CARE Program Specialist is an essential position in assisting with the implementation of these programs.
The CARE program has additional eligibility requirements that must be verified every semester before services are provided.
- c. ☐ Accreditation requirements
- d. ☐ Health and safety priorities
- e. ☐ Essential supervision

4. Budget Impact – Please specify the following:

- Is position included in the current budget? Yes ☒ /No ☒
- Funding Source? Unrestricted ☒ /Restricted ☒
- Smartkey and Salary Object: 1335595-2110
- Annual Salary at Step B: \$59,316 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

November 19, 2025

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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Comp. and Web Support Spec. Position #: New Position FTE: 1.0 Level: 32 Department: LTR	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Under the direction of assigned supervisor, provide first level technical support to faculty and students for issues related to district supported computer applications and platforms. Troubleshoot problems and advise on the appropriate action. Utilize task documentation software to accurately record and monitor work requests; escalate unresolved inquiries to the next appropriate level of support. Provide training, technical assistance and advice on web design to faculty and staff. Demonstrate exemplary customer service by tracking trends and performing quality assurance. 2. Current status of position: Does not currently exist. <ul style="list-style-type: none"> ○ <input 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 checked="" 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) 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services There is currently only one specialist for the entire college. 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
		4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes <input type="checkbox"/> /No <input checked="" type="checkbox"/> ○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: 1329009-2110. ○ Annual Salary at Step B: \$55,908 plus benefits

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Network Specialist I Position #: NEW FTE: 1.0 Level: 36 Department: LTR	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Under the direction of an assigned supervisor, performs a wide variety of highly specialized, technical support in the installation and maintenance of computer/communications networks and devices, network topology, computer hardware and software in local and wide area networks, including Internet/Intranet, throughout the District. Supports Windows, Macintosh, and UNIX systems. Work with project teams comprised of faculty, administrators, staff and student workers. 2. Current status of position: <p style="margin-left: 20px;">Does not exist</p> <ul style="list-style-type: none"> ○ <input 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 checked="" 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) 3. Strategic Staffing Rationale: <p>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 Network support needs have increase 300% since last addition. 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
		4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes <input type="checkbox"/> /No <input checked="" type="checkbox"/> ○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: 1329009-2110 ○ Annual Salary at Step B: \$62,928 plus benefits