

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/22/2025

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Student Services Specialist Position #: CL - 00255 FTE: 1.0 Level: 28 Department: Counseling Services	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform clerical duties such as preparing and duplicating materials, ordering office supplies and other materials and distributing mail. Perform a variety of specialized duties to provide services to students assigned to student services such as Counseling and coordinate and oversee office activities of assigned function: train and provide work direction to others as assigned. Greet office visitors and answer telephones; screen and refer calls, schedule appointments, and meetings and take messages as appropriate. <p>2. Current status of position:</p> <p style="padding-left: 40px;">Employee has put in 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: 1433001 ○ Annual Salary at Step B: \$49,668 plus benefits