

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

08-20-2025

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: ESS- Business Analyst Position #: new FTE: 1.0 Level: 48 Department: Educational Support Service	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Work with the Colleges and District managers and staff to analyze current processes, develop solutions and configure systems to meet academic, business, and federal/state requirements. Assist in understanding, re-engineering and streamlining complex processes and procedures to obtain optimum, reliable performance of Colleague. Analyze, communicate, and translate business and federal/state requirements into solutions. <p>2. Current status of position:</p> <p style="padding-left: 40px;">New 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 <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 _____ ○ <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 to optimize administrative procedures, improve student support system b. <input checked="" type="checkbox"/> Legal mandate Needed to comply w/ cash management regulations 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: 1111301 ○ Annual Salary at Step B: \$ 89712 plus benefits