

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## STRATEGIC HIRE REQUEST

9/18/25

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Student Services Specialist  <b>Position #:</b> CL-00663  <b>FTE:</b> 1.0  <b>Level:</b> 28  <b>Department:</b> Counseling	<b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Under the direction of an assigned supervisor, perform a variety of specialized duties in Counseling; perform specialized clerical duties and coordinate and oversee office activities of assigned function or office; train and provide work direction to others as assigned.</li> </ul> <b>2. Current status of position:</b> vacant   <ul style="list-style-type: none"> <li>○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget</li> <li>○ <input type="checkbox"/> Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Other (please specify)</li> </ul> <b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items: <ul style="list-style-type: none"> <li>a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services</li> <li>b. <input type="checkbox"/> Legal mandate</li> <li>c. <input type="checkbox"/> Accreditation requirements</li> <li>d. <input type="checkbox"/> Health and safety priorities</li> <li>e. <input type="checkbox"/> Essential supervision</li> </ul>
		<b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/></li> <li>○ Funding Source? Unrestricted <input type="checkbox"/> / Restricted <input type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1333005-2110</li> <li>○ Annual Salary at Step B: \$49,668      plus benefits</li> </ul>