

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

10/6/2025

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Administrative Assistant IV Position #: New FTE: 1.0 Level: CL-34 Department: Educational Support Service	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under the direction of an M-12 level administrator, perform a variety of difficult and highly complex and administrative assistant duties and provide paraprofessional support to the administrator of operational detail. Enhance the efficiency of operations in the Educational Support Services department which will allow the department to be more responsive to the college's needs, in addition to meeting fiscal and legislative requirements for the department. <p>2. Current status of position:</p> <p>This is a new position for the ESS department. This position will be funded within the District services budget.</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:</p> <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 Provide critical support for the Educational Support Services AVC & Dept 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 type="checkbox"/> ○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: 1111301-2110 ○ Annual Salary at Step B: \$59,316 plus benefits