

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## STRATEGIC HIRE REQUEST

10/15/25

Date

| Site   | Position   | Justification  |
|--|--|--|
| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Senior Account Technician<br><br><b>Position #:</b><br>TBD<br><br><b>FTE:</b><br>1.0<br><br><b>Level:</b><br>CL-36<br><br><b>Department:</b><br>Administrative Services | <b>1. Key responsibilities of position:</b><br><ul style="list-style-type: none"> <li>○ Perform technical and complex accounting and auditing work in the preparation, maintenance and review of a large set of accounts or a major accounting or budgetary function; assure compliance with applicable rules, regulations, policies and procedures. Maintain and monitor assigned accounts; post data and maintain journals and ledgers; reconcile, adjust and balance assigned accounts and bank statements; prepare deposits and transfer funds as necessary. Prepare and maintain a variety of difficult financial and accounting records, ledgers and reports; review, maintain and file a variety of financial and accounting records, forms and</li> </ul><br><b>2. Current status of position:</b><br><p style="margin-left: 20px;">The position is budgeted, but new. So there is no position # and it is not filled.</p> <ul style="list-style-type: none"> <li>○ <input 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 checked="" 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 checked="" type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Other (please specify) _____</li> </ul><br><b>3. Strategic Staffing Rationale:</b><br><p style="margin-left: 20px;">Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services<br/>               With this approved reorganization the Sr. Account Technician will be responsible for Fund 12 (Restricted General Fund) accounting duties,</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><br><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 checked="" type="checkbox"/> /Restricted <input type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1427502 / Object 2110</li> <li>○ Annual Salary at Step B: \$62,928 plus benefits</li> </ul> |
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| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Student Services Specialist<br><br><b>Position #:</b><br>TBD<br><br><b>FTE:</b><br>1<br><br><b>Level:</b><br>Range- 28<br><br><b>Department:</b><br>Student Egmt. & Belonging | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Duties include meeting with students, assessing individual circumstances of homelessness and deciphering which intervention would best serve the student (i.e. hotel bridge, safe parking, subsidized housing) and entering students into their respective programs. Assessing any needs for alternative wrap-around services (CalFresh/pantry, mental health, etc.), and connecting the students with appropriate resources.</li> </ul> <p><b>2. Current status of position:</b></p> <p>There is currently a part-time employee hired through the Foundation.</p> <ul style="list-style-type: none"> <li>○ <input 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 checked="" 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> <p><b>3. Strategic Staffing Rationale:</b><br/>           Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services<br/>               The case load for students experiencing housing needs and seeking Cuyamaca Cares assistance has increased by 86% since 23/24.</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 checked="" type="checkbox"/> Essential supervision<br/>               This position will supervise the student workers in the pantry,</li> </ul> <p><b>4. Budget Impact – Please specify the following:</b></p> <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 checked="" type="checkbox"/></li> <li>○ Smartkey and Salary Object: 14275996-2110</li> <li>○ Annual Salary at Step B: \$49,668 plus benefits</li> </ul> |
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| <input type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input checked="" type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Admin Assistant III<br><br><b>Position #:</b><br>New<br><br><b>FTE:</b><br>1.0<br><br><b>Level:</b><br>TBD<br><br><b>Department:</b><br>Purchasing/<br>Accounting | <p><b>1. Key responsibilities of position:</b></p> <p> Accounting Admin Assistant III will manage the main department email, internal mail, contact vendors for PO and invoice not matching, answer main phone for Purchasing and Accounting, website updates, Cognito forms, schedule training sessions, compile user guides and operating procedures, Board agenda items and reports, PRA requests, Stop Payment Notices, assist Facilities Project Manager (new position) on going public works documents, Amazon/ Home Depot and Lowes creation, draft updates for mass notification.</p> <p><b>2. Current status of position:</b></p> <p>This is a new position that will be funded through re-org of District Business Services division.</p> <ul style="list-style-type: none"> <li>○ <input type="checkbox"/> Filling a replacement position included in the budget</li> <li>○ <input checked="" 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 checked="" 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> <p><b>3. Strategic Staffing Rationale:</b><br/>           Please address at least one of the following items:</p> <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> |
|  |  | <p><b>4. Budget Impact – Please specify the following:</b></p> <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 checked="" type="checkbox"/> /Restricted <input type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1118501-2110</li> <li>○ Annual Salary at Step B: \$ TBD plus benefits</li> </ul>   |
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| <input checked="" type="checkbox"/> GC<br><input type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Admin Assistant II<br><br><b>Position #:</b><br>NEW<br><br><b>FTE:</b><br>.5<br><br><b>Level:</b><br>28<br><br><b>Department:</b><br>Math, Eng & Sci Ach, MESA | <p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Job Description Attached with key responsibilities.</li> </ul> <p><b>2. Current status of position:</b></p> <p>Under the District Services Foundation. The position needs to move to GCCCD with designation to Grossmont College.</p> <ul style="list-style-type: none"> <li>○ <input 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 checked="" 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 checked="" type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b><br/>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>a. <input type="checkbox"/> Critical threshold of instruction and support services</li> <li>b. <input checked="" type="checkbox"/> Legal mandate Requirement of grant and continued Title V funding</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> <p><b>4. Budget Impact – Please specify the following:</b></p> <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 checked="" type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1380096 MESA - 2110</li> <li>○ Annual Salary at Step B: \$24,834 plus benefits</li> </ul> |
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| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Admissions and Records Spec.<br><br><b>Position #:</b><br>CL-00692<br><br><b>FTE:</b><br>100%<br><br><b>Level:</b><br>32<br><br><b>Department:</b><br>Admissions and Records | <b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Under the direction of an assigned supervisor, perform complex and technical clerical duties involved in the interpretation of laws, rules and regulations related to residency, veteran programs and international student admissions; perform specialized data processing activities to update the student information system</li> </ul><br><b>2. Current status of position:</b><br>Vacant<br><br><ul style="list-style-type: none"> <li>○ <input type="checkbox"/> Filling a replacement position included in the budget</li> <li>○ <input checked="" 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 checked="" 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><br><b>3. Strategic Staffing Rationale:</b><br>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<br/>Essential to ensure student support is aligned with student capacity.</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 checked="" type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1432001-2110</li> <li>○ Annual Salary at Step B: \$55908 plus benefits</li> </ul>   |
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