

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

October 22, 2025

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Specialty Lab Tech III - Theatre Position #: IA-00111 FTE: 1.0; 12 mos Level: Range 32 Department: Library	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Operate a variety of equipment including lighting and sound systems, technical theatre applications of computers and various scene shop tools. Design lighting and sound for a variety of productions. Set up lighting and sound equipment for various productions; oversee and participate in the production of scenery properties. Assist in the preparation of departmental season and budget, provide information and recommendations concerning theatre facility operation and upkeep; offer input regarding long-term Department of Theatre objectives. Maintain equipment. <p>2. Current status of position:</p> <p style="margin-left: 40px;">Incumbent separating from District effective 11/01/2025.</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 As the only lab tech for the theatre this position supports all events. 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: 1442001-2210 ○ Annual Salary at Step B: \$55,908 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

10/22/2025

Date

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Supervisor Position #: SU00044 FTE: 1.0 Level: S-I Department: Financial Aid	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Supervise, train, evaluate, and direct office staff; schedule and assign work; participate in the selection and hiring process. Coordinate the financial aid technical and professional day-to-day operations of the Financial Aid Department; direct work flow to assure timely delivery of financial aid. Supervise and provide guidance to staff in the interpretation of intricate laws, rules and regulations related to Financial Aid. Prepare district, state, and federally mandated reports; collect data on special populations served for program review analysis and program improvement; <p>2. Current status of position:</p> <p style="margin-left: 40px;">Permanent Financial Aid Supervisor will vacate 01/20/2026</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: 1431001-2120 ○ Annual Salary at Step B: \$ 80,402 plus benefits

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STRATEGIC HIRE REQUEST

October 22, 2025

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Admin Asst III Position #: CL-00540 FTE: 1.0; 12-month Level: Range 32 Department: AHSS	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform secretarial and clerical duties for assigned administrator and other staff, relieving them of a variety of operational duties. Interpret and apply rules and regulations as appropriate. Organize and manage the day-to-day activities of an assigned office to assure efficient and effective office operations. Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions. Greet office visitors; initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; take messages as necessary. <p>2. Current status of position:</p> <p>Incumbent on long-term leave. Received permission to fill the position to support the largest instructional division at Cuyamaca.</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 Necessary to the support the large AHSS division. 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: 1425301-2110 ○ Annual Salary at Step B: \$55,908 plus benefits