

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

11/6/25

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: HR Labor Relations Analyst Position #: NEW FTE: 1.0; 12 months Level: Conf. J Department: Human Resources	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Participate in informal and formal sexual harassment and discrimination complaint investigation and fact-finding activities as designated. Coordinate communication with complainants, subjects of filed complaints, designated college administrators, and state compliance officials. Independently research a wide variety of complex information requests related to Human Resources and Labor Relations. <p>2. Current status of position:</p> <p style="padding-left: 40px;">NEW - unfilled pending recruitment</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 <u>10/14/2025</u> ○ <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 Supporting HR office with compliance/Title IX/EEO investigations 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: 1114501-2130 ○ Annual Salary at Step B: \$86,352 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

11/6/25

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Admissions & Records Specialist Position #: CL-00492 FTE: 1.0 Level: Range 32 Department: Admissions & Records	1. Key responsibilities of position: <div style="margin-left: 20px;"> <input type="radio"/> Investigate and determine the residency status of prospective students as assigned; examine documents in support of claims of residency; respond in a timely manner regarding residency determination; review immigration documents. Interpret, apply and explain federal, state and district laws, rules and regulations related to residency determination; and Veterans Administration educational programs and residency requirements. </div> 2. Current status of position: <div style="margin-left: 20px;"> Open due to staff transfer to sister campus <div style="margin-left: 20px;"> <input type="radio"/> <input checked="" type="checkbox"/> Filling a replacement position included in the budget <input type="radio"/> <input type="checkbox"/> Filling a restructured position included in the budget <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> <input checked="" type="checkbox"/> Org Mod approval date _____ </div> </div> <div style="margin-left: 20px;"> <input type="radio"/> <input type="checkbox"/> Filling a new position <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> <input checked="" type="checkbox"/> Org Mod approval date _____ </div> </div> <div style="margin-left: 20px;"> <input type="radio"/> <input type="checkbox"/> Other (please specify) _____ </div> </div> 3. Strategic Staffing Rationale: Please address at least one of the following items: <div style="margin-left: 20px;"> a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services This position is required to meet the state mandate of SCO to Veteran Student ratio. 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 </div> 4. Budget Impact – Please specify the following: <div style="margin-left: 20px;"> <input type="radio"/> Is position included in the current budget? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/> <input type="radio"/> Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/> <input type="radio"/> Smartkey and Salary Object: 1332001-2110 <input type="radio"/> Annual Salary at Step B: \$55,908 plus benefits </div>

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

11/6/2025

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Child Development Position #: IN-00075 FTE: 1.0 Level: Department: Child Development	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Teach course in Child Development ○ Develop program in teaching STEM in Child Development 2. Current status of position: <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) 3. Strategic Staffing Rationale: Please address at least one of the following items: <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
		4. Budget Impact – Please specify the following: <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: 1371201-1110 ○ Annual Salary at Step B: \$85765 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

11/6/2025

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Instr. Media Services Tech, Senior Position #: CL-00419 FTE: 1.0 Level: Department: LTR - Instr. Media Services	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Assist and provide audiovisual technology support to faculty and students at Grossmont. Answer Instructional Media Services help desk calls and provide in-person or phone support. Repair instructional technology such as projectors, audio systems, computers, document cameras and so on. Provide AV technology and support for campus events. 2. Current status of position: <p style="margin-left: 40px;">Vacant as of 11/4/25. Last working day is 10/29/25</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) 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services Limited or No technology support for instruction b. <input checked="" type="checkbox"/> Legal mandate ADA, 504 Rehabilitation Act, Title 5, SB 155 c. <input checked="" type="checkbox"/> Accreditation requirements Standard III d. <input checked="" type="checkbox"/> Health and safety priorities Cal OSHA - electrical, lifting, fire e. <input type="checkbox"/> Essential supervision
		4. Budget Impact – Please specify the following: <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: 1341005-2110 ○ Annual Salary at Step B: \$52,692 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

11.6.2025

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Specialty Lab Technician III- Fine Arts- Ceramics</p> <p>Position #: IA-00028</p> <p>FTE: 1.0</p> <p>Level: 32</p> <p>Department: Visual Arts and Humanities- Ceramics</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of technical and specialized duties related to the preparation, operation and maintenance of a Ceramics laboratory and related areas. ○ Prepare and maintain required MSDS sheets and District Hazardous materials inventories. ○ Provide technical information to instructors and other district personnel regarding Ceramics equipment, techniques and materials; recommend the purchase of materials/equipment as requested. ○ Work in conjunction with College and District Facilities Maintenance personnel to coordinate maintenance and repair of Lab facilities and building infrastructure such as lights, dust extraction systems, electrical and gas as required. ○ Implementation of safety regulations involving the use, storage and disposal of toxic materials. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <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 or support services- Position is critical and instrumental to facilitating instructional delivery per health and safety protocols and mandates for all areas of the Ceramics program. This includes curriculum support with particular attention of the operation and maintenance of the Ceramics building laboratories and related areas. Assists faculty and students in the use of a variety of equipment, materials and supplies in the instructional setting. Prepares instructional materials and equipment for faculty demonstrations and student use, as required, according to approved procedures. b. <input checked="" type="checkbox"/> Legal mandates- Position prepares and maintains various required records and reports related to laboratory operations, health and safety, supplies and inventory and budget. This includes required MSDS sheets and District Hazardous material inventories per health and safety mandates from OSHA, Cal-OSHA, State and Local Fire Codes, Air Pollution Control Regulations and Hazardous Materials Handling and Waste. c. <input type="checkbox"/> Accreditation requirements d. <input checked="" type="checkbox"/> Health and safety priorities- OSHA, Cal-OSHA, State and Local Fire Codes, Air Pollution Control Regulations and Hazardous Materials. 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: 1378601-2210 ○ Annual Salary at Step B: \$55,908.00 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

November 6, 2025

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Specialty Lab Technician IV Position #: 1A-00005 FTE: 1.0 Level: Classified 37 Department: AHN	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Ordering of Allied Health and Nursing supplies ○ Setting up labs ○ Managing inventory ○ Managing, cleaning and maintaining equipment ○ Assisting with laptop set up for classrooms ○ Monitors and runs radiation reports for other programs. 2. Current status of position: <p style="margin-left: 40px;">Roma Sitta 0420665 has resigned effective 10/29/25</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) 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services This position supports students and faculty by having nursing and other allied health program labs set up. This position orders supplies, maintains equipment, and monitors inventory. b. <input type="checkbox"/> Legal mandate c. <input type="checkbox"/> Accreditation requirements d. <input checked="" type="checkbox"/> Health and safety priorities Labs must be set up in a safe manner. All sharps need to be handled and disposed of safely. Radiation is monitored by the lab technician. e. <input type="checkbox"/> Essential supervision
		4. Budget Impact – Please specify the following: <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: Split 1370604, 1370606, 1370605 - 2210 ○ Annual Salary at Step B: \$64,812 plus benefits