

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

October 24, 2025

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Administrative Assistant III Position #: CL-00518 FTE: 100% Level: 32 Department: ESBS Division	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Provide key administrative and clerical support to ESBS Division dean. Assists 170+ FT/PT instructors with Hire Letter Prep processing, Absence processing, PD Tracking, PT Office Hours forms & payment, Syllabus collection/tracking, Evaluations (instructors), e.g., planning, scheduling, & signature tracking. Manages dean schedule, prepares documents, maintains records, coordinates communication and assist with special events, and other projects as assigned/needed. 2. Current status of position: <p style="margin-left: 20px;">Current Administrative Assistant will retire this year (exact date pending).</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: <p>Please address at least one of the following items:</p> <ul style="list-style-type: none"> a. <input type="checkbox"/> Critical threshold of instruction and support services Administrative support for largest Academic Division at Grossmont. b. <input type="checkbox"/> Legal mandate c. <input checked="" type="checkbox"/> Accreditation requirements d. <input type="checkbox"/> Health and safety priorities e. <input checked="" type="checkbox"/> Essential supervision Oversight of PT faculty onboarding at the division level. Key budgetary/enrollment support.
		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: 1385001-1240 2314 2110 ○ Annual Salary at Step B: \$55,908 plus benefits

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Fulltime Tenure Track Instructor Position #: IN-00181 FTE: 1.0 Level: Department: Biology	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Participate in the planning, implementation, and evaluation of educational programs, courses, and other experiences that will directly result in the educational growth of the students and support advancement of the visions, missions, and values of the colleges and District. <p style="margin-left: 40px;">Instruction for Ananatomy, Physiology and General Biology courses.</p> 2. Current status of position: <p style="margin-left: 40px;">Unfilled</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 Tenure Track faculty member's contract was not renewed. 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: 1380201-1110 ○ Annual Salary at Step B: \$85,765 plus benefits <div style="text-align: center; color: red; font-weight: bold;">Class II</div> <div style="text-align: center;">CLASS VI</div>

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STRATEGIC HIRE REQUEST

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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Career Counselor Position #: New FTE: 1.0 Level: Department: Counseling Services	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Focused responsibilities include: administration and interpretation of career assessment tools, interest inventories, and skill evaluations to assist students identify and pursue viable academic and career pathways. Facilitate learning experiences that support students' soft skills development, marketability, and job/internship attainment. Network and build professional relationships that foster understanding of job market trends and to connect students with potential employers. 2. Current status of position: <p style="margin-left: 40px;">This is a new position</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 type="checkbox"/> /No <input checked="" 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 meets a critical threshold of support within student 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 type="checkbox"/> /No <input checked="" type="checkbox"/> ○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: 1333005-1220 ○ Annual Salary at Step B: \$88,293 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

10/24/2025

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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Faculty Position #: IN-00238 FTE: 1.0 Level: Department: CSIS	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Develop and grow the Artificial Intelligence program, including courses in machine learning, natural language processing, computer vision, and ethical applications of AI. Enhance and expand the Networking program, covering areas such as cloud computing, cybersecurity, network infrastructure, and virtualization to reflect industry needs. Design and deliver non-credit training opportunities, including professional certifications, that support workforce development. 2. Current status of position: <p style="padding-left: 40px;">filling position vacated due to retirement.</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 type="checkbox"/> Critical threshold of instruction and support services Growing AI program, develop non credit training, expanding programs. 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: 1370401-1110 ○ Annual Salary at Step B: \$85765 plus benefits

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10/24/2025

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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: ESL FT Instructor Position #: IN-00304 FTE: 1.000 Level: Department: ESL	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ FT Instructor of ESL Participate in the planning, implementation, and evaluation of educational programs, courses, and other experiences that will directly result in the educational growth of students and support advancement of the visions, missions, and values of the College and District. Fulfill all duties of the faculty job description according to labor contract. 2. Current status of position: <p style="margin-left: 20px;">Vacant - funded</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 FA 25 Fill Rate = 105%; 121 sections; 3,177 enr; 1,182 hdct; 5 FT faculty 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: 1375801-1110 ○ Annual Salary at Step B: \$85,765 plus benefits

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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Assistant Position #: CL-00039 FTE: 1.0 Level: 25 Department: Financial Aid	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ This position performs specialized clerical duties and provides technical assistance in support of financial aid programs and services. Work closely with students to provide assistance with completion of forms and applications; requirements and restrictions; review completed forms for accuracy and completeness and process application. Verify supporting documentation. Operate and trouble shoot scanner hardware and software. Answer incoming calls; explain departmental policies, procedures and functions. Read, interpret and apply knowledge regarding regulations, policies and procedures related to student financial aid. 2. Current status of position: Position is currently vacant <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 is a front line position that assist students with application, process incoming paperwork, essential in delivering timely FA 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: 1331001-2110 ○ Annual Salary at Step B: \$45,456 plus benefits

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October 24, 2025

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Assistant Position #: CL-00247 FTE: 1.0 Level: 25 Department: Financial Aid	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ This position performs specialized clerical duties and provides technical assistance in support of financial aid programs and services. Work closely with students to provide assistance with completion of forms and applications; requirements and restrictions; review completed forms for accuracy and completeness and process application. Verify supporting documentation. Operate and trouble shoot scanner hardware and software. Answer incoming calls; explain departmental policies, procedures and functions. Read, interpret and apply knowledge regarding regulations, policies and procedures related to student financial aid. 2. Current status of position: Position is currently vacant <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 is a front line position that assist students with application, process incoming paperwork, essential in delivering timely FA 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 type="checkbox"/> /Restricted <input checked="" type="checkbox"/> ○ Smartkey and Salary Object: 1331090-2110 ○ Annual Salary at Step B: \$45,456 plus benefits

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STRATEGIC HIRE REQUEST

October 24, 2025

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Assistant, Sr. Position #: CL-00108 FTE: 1.0 Level: 27 Department: Financial Aid	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Study Program: develop job openings through employer contacts anmatch applicants to employer needs; interview, screen and refer students for jobplacement; aid students in assessing current career development; advise studentsconcerning jobs; follow up on placement to assess program effectiveness; monitorWork Study earnings. Guaranteed Student Loan Program: receive, review and complete applications; verifyinformation as necessary; conduct student interviews, explaining loan requirements,procedures and related information. Assist in the coordination of desk work schedule 2. Current status of position: <p style="margin-left: 20px;">Position is currently vacant</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: <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 This position has the sole repsonsibility of coordinating the Federal Weork Study and Direct Loan programs b.<input checked="" type="checkbox"/> Legal mandateCritical state and federal compliance requirements regarding Federal Work Study and Direct Loans 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 type="checkbox"/> /Restricted<input checked="" type="checkbox"/> ○ Smartkey and Salary Object: 1331090-2110 ○ Annual Salary at Step B: \$48,228 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

10.24.25

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Athletic Academic Advisor Position #: CL-00280 FTE: 1.0 Level: Range 36 Department: Athletics	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Under the direction of an assigned supervisor, and in cooperation with the Counseling and Athletic Departments, implement and support the district's and college's strategic student success initiatives while supporting student-athlete eligibility and compliance. This work includes liaison work with local high schools, student-athlete orientations, monitoring student-athletes' matriculation status, stats & reports, tracking academic performance, referring student-athletes to on-campus and community based resources, advising and supporting students' completion and transfer. 2. Current status of position: Vacant <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: a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services This role is critical to student-athlete eligibility, compliance, & academics. 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 type="checkbox"/> /Restricted <input checked="" type="checkbox"/> ○ Smartkey and Salary Object: 1333291-2110 ○ Annual Salary at Step B: \$62,928 plus benefits