

GROSSMONT-CUYAMACA COMMUNITY COLLEGE

DISTRICT STRATEGIC HIRE REQUEST

12/10/2024

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Administrative Assistant II Position #: CL-00509 FTE: 1.0 Department: EOPS/CARE	1. Key responsibilities of position: <ul style="list-style-type: none"> Organize and manage the day-to-day activities of the EOPS/CARE/NextUp office to assure efficient and effective office operations. Run reports, requisitions, work orders, purchase orders, fund transfers and other documents for EOPS/CARE/NextUp programs. Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required. Oversee the implementation of policies and procedures of the EOPS/CARE/NextUp Office. Explain college and EOPS/CARE/NextUp policies and procedures to students; schedule counseling and peer counselor appointments and obtain district and other college transcripts for counselors utilizing filing and data processing systems. Greet office visitors; initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; take messages as necessary; provide information; receive sort and route mail. Prepare and review routine correspondence, records, and other documents for accuracy, completeness and conformance to established rules and regulations. Train and provide work direction to hourly personnel as assigned. Order and maintain office supplies; schedule maintenance and repair of equipment. Assist with arrangement of travel accommodations, conferences and meetings as necessary. 2. Current status of position: The employee in this position has resigned. Her last day is on November 15, 2024. <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"> <input checked="" type="checkbox"/> Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/>

- Org Mod approval date _____
- ☐ Filling a new position
 - Has an Org Mod been approved? Yes ☐ /No ☐
 - Org Mod approval date _____
- ☐ Other (please specify)

3. Strategic Staffing Rationale:

Please address at least one of the following items:

- a. ☒ **Critical threshold of instruction and support services**
 The Administrative Assistant II in the EOPS/CARE/NextUp department is essential to creating a welcoming, organized and effective department. This position is the first point of contact for student crisis management and addressing sensitive student issues. They manage student employee and counselor schedules, maintain records, and are more immediately accessible to provide prompt communication between the associate dean and other areas. EOPS/CARE provides direct financial support services to students on a daily basis. As the only other full-time classified staff in the department, they provide direct services to students, such as gas and grocery card distribution, bus passes, and meal vouchers. This position works very closely with department coordinators and the associate dean in organizing workshops, events, collaborative efforts across the campus, and outreach activities to support student engagement and success.
- b. ☐ Legal mandate
- c. ☐ Accreditation requirements
- d. ☐ Health and safety priorities
- e. ☐ **Essential supervision**
 This position has a positive impact on our essential day-to-day operations. This position is housed in the EOPS office and works very closely with the EOPS/CARE Program Specialist to provide student-centered and timely services to our EOPS/CARE students. They provide direct guidance and work direction to student hourlies, NANCE, and work study employees. In the absence of student hourlies and of other classified staff, this additional staff member serves students directly.

4. Budget Impact – Please specify the following:

- Is position included in the current budget? Yes ☒ /No ☐
- Funding Source? Unrestricted ☒ /Restricted ☒ *CE* 11/5/24
- Smartkey and Salary Object: 1335594-2110 (75%) & 1335595-2110 (25%)
- Annual Salary at Step B: \$49,668 plus benefits

This position is included in the current budgets and is funded by EOPS (75%) and CARE (25%). EOPS is protected at 95% of the prior year allocation. However, the number of students served last year and this year has increased. We anticipate an increase in funds. The CARE is protected at 90% of the prior year allocation and we continue to serve the same number of students. We anticipate our allocation will remain the same, unless we serve more students the next two academic years.