

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## STRATEGIC HIRE REQUEST

**11/20/24**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> Curriculum Specialist</p> <p><b>Position #:</b> New</p> <p><b>FTE:</b> 100%</p> <p><b>Level:</b> Range</p> <p><b>Department:</b> Instructional Operations</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Under the direction of the Vice President, Academic Affairs perform complex and specialized duties to coordinate, construct and maintain the the Grossmont College curriculum processes, timelines and deadlines. Serve as technical liaison to Chancellor's Office for reporting of college curriculum. Maintain the accuracy and integrity of curriculum records.</li> <li>○ Assist the Curriculum committee chair in coordinating Grossmont's curriculum processes, timelines and deadlines. Maintain the accuracy and integrity of the district curriculum records of instructional programs and course documents</li> <li>○ Provide technical training to faculty in the use of the curriculum management database program (CurricuNET) and manage the system; troubleshoot and solve curriculum-related problems with software.</li> <li>○ Process Board approved curriculum additions, deletions and modifications in the student information management system and the class schedule.</li> <li>○ Provide divisions and departments annually with listings of courses and programs needing to be updated to comply with accreditation standards, BPAP, curriculum offerings, Title 5 regulations and transferability requirements.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</li> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <b>X</b> Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ <b>Legal mandates:</b> Maintain currency of curriculum compliance with Title 5 regulations; disseminate changes in Title 5 regulations to administrators, faculty, and staff; identify areas of curriculum affected by these changes; compare and contrast changes to Title 5 regulations and make appropriate adjustments to materials and other resources as required</li> </ul>

		<ul style="list-style-type: none"><li>○ <b>Accreditation requirements:</b> Provide divisions and departments annually with listings of courses and programs needing to be updated to comply with accreditation standards, BPAP, curriculum offerings, Title 5 regulations and transferability requirements.</li><li>○ <b>Critical threshold of instruction or support services:</b> The Curriculum Specialist will support curricular functions, instructional and educational programs.</li><li>○</li></ul> <p><b>4. Budget Impact – Please specify the following:</b></p> <p>Is position included in the current budget? <b>Yes</b></p> <p>Funding Source? <b>Unrestricted</b></p> <p>Smartkey and Salary Object: <b>1324001-2110</b></p> <p>Annual Salary at Step B: <b>\$52,236 + Benefits</b></p>
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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b> Information Security Engineer  <b>Position #:</b> New  <b>FTE:</b> 1.0  <b>Level:</b> CL-48  <b>Department:</b> Information Technology	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Lead the execution and monitoring of the day-to-day operations of the Districts' information security programs and initiatives</li> </ul> <p>Monitor IT security systems and identify, troubleshoot, diagnose, resolve, and report IT security problems and breaches with appropriate personnel; coordinate and conduct investigations of suspected security breaches and data leaks; respond to IT security-related incidents and work with appropriate local or external agencies.</p> <p><b>2. Current status of position:</b></p> <p>This is a new position and will be funded with the ongoing state Systemwide Technology Data Security funding, which is allocated to the District to hire local cybersecurity staff to support technology modernization and the protection of sensitive data.</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> <input type="checkbox"/> </div> <ul style="list-style-type: none"> <li>○ 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 _____ /No <input checked="" type="checkbox"/></li> <li>■ Org Mod approval date <u>In Process</u></li> </ul> </li> <li>○ Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b> 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 This position will focus on implementing &amp; monitoring security measures for the protection of computer networks and information. Asses</li> <li>b. <input checked="" type="checkbox"/> Legal mandate To ensure compliance with the Gramm-Leach-Bliley Act</li> <li>c. <input type="checkbox"/> Accreditation requirements</li> <li>d. <input type="checkbox"/> Health and safety priorities</li> <li>e. Essential supervision</li> </ul> <p><b>4. Budget Impact – Please specify the following:</b> <input type="checkbox"/> <input type="checkbox"/></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 _____ /Restricted <input checked="" type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1213597</li> <li>○ Annual Salary at Step B: \$ 89,712 plus benefits</li> </ul>