

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
December 11, 2024

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Library Technician II</p> <p>Position #: CL-00581</p> <p>FTE: 1.0</p> <p>Level: 28</p> <p>Department: Library</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> Fully utilize various library related interfaces to provide access to library resources, including but not limited to the circulation, cataloging, interlibrary loan, and reserves modules of the integrated library system. Acquire, create, and edit temporary catalog records and import and edit permanent catalog records provided from vendors to make library resources accessible to users following the library rules, standards, and established procedures. Use the appropriate module in the integrated library system to conduct general catalog maintenance including withdrawing items, resolving missing and lost and paid issues, updating authority records, and performing regular inventories of the collection(s). Utilize the library related interfaces to update library holdings. Conduct physical resource maintenance including repairing and processing library resources. Maintain function of assigned area(s) including a safe, clean and orderly condition; assure compliance with established safety procedures and regulations. Provide information and assistance to users in accessing library resources and in the operation of equipment within the library. Communicate with district personnel, students, other colleges and libraries, vendors, and community members regarding library services, policies, issues, and events. Open and close the library as assigned according to established procedures including preparing equipment, securing the library, and locking/unlocking the doors. <p>2. Current status of position:</p> <ul style="list-style-type: none"> XX Filling a replacement position included in the budget Filling a restructured position included in the budget <ul style="list-style-type: none"> Has an Org Mod been approved? Yes / No Org Mod approval date _____ Filling a new position <ul style="list-style-type: none"> Has an Org Mod been approved? Yes / No Org Mod approval date _____ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items: Currently, the library has maintained operating hours from 8:30am-7:00pm in order to ensure that all students, regardless of their academic paths,</p>

		<p>have adequate access to resources (per ACCJC Accreditation Standards IIB1, IIC3). We can no longer be able to offer the minimum level of staffing to keep the library open. This position is critical to our ability to maintain hours of operation in the morning and evening. Below are the relevant factors:</p> <ul style="list-style-type: none"> • There must be a minimum of two staff present for each part of the day (including opening and closing). This ensures student and student-worker safety. • We will be forced to close access to the second floor at times during the day, as it is not possible to adequately monitor two floors, and that would result in unsafe conditions (ACCJC Standard IIB1). • Student workers are required by law to have a staff member present to supervise. • If anyone needs to be out sick or take personal leave, the library must reduce hours. • In addition to supervising student workers and monitoring the library spaces, each staff member has assigned tasks which require focus and full attention. Having all of their hours dedicated to supervision and monitoring leaves them no time to accomplish their assigned work (circulation, cataloging, purchasing). This leaves core services and resources unprovided for students. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1341003-2110 ○ Annual Salary at Step B: \$49,668

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Student Services Assistant Senior Position #: CL-00154 FTE: 1.0 Department: General Counseling	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of specialized and complex clerical and technical duties independently in support of Counseling, Articulation, and the Village such as posting records, MIS data entry and retrieval, researching, and compiling, recording, tracking and verifying information from a variety of sources. Provide a wide variety of information and assistance to students regarding transfer requirements, graduation requirements and selected major requirements according to established guidelines and procedures. <p>2. Current status of position:</p> <p style="padding-left: 20px;">Vacant as of 6/17/24 due to resignation.</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 This position fills a critical need in General Counseling. The area is currently understaffed and highly impacted by student service demands. 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: CST 3330 ○ Annual Salary at Step B: \$ 48,228 plus benefits