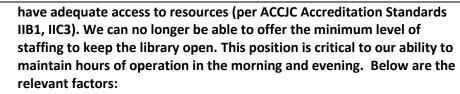
GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT STRATEGIC HIRE REQUEST

_December 11, 2024

Date

Site	Position	Justification
⊠GC □CC □DS	Please include: Position Title: Library Technician II Position #: CL-00581 FTE: 1.0 Level: 28 Department: Library	1. Key responsibilities of position: 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. Current status of position: XX Filling a replacement position included in the budget Has an Org Mod been approved? Yes / No Org Mod approval date Filling a new position The as an Org Mod been approved? Yes / No Org Mod approval date Org Mod approval date Other (please specify)



- There must be a minimum of two staff present for each part of the day (including opening and closing). This ensures student and studentworker 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 IIIB1).
- 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.

4. Budget Impact – Please specify the following:

- 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

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT STRATEGIC HIRE REQUEST

12/11/24 Date **Justification Position** Site Please include: 1. Key responsibilities of position: **√** GC \square cc ^OPerform a variety of specialized and complex clerical and technical duties **Position Title:** □ DS independently in support of Counseling, Articulation, and the Village such Student Services as posting records, MIS data entry and retrieval, researching, and compiling, recording, tracking and verifying information from a variety of Assistant Senior sources. Position #: Provide a wide variety of information and assistance to students regarding transfer requirements, graduation requirements and selected major CL-00154 requirements according to established guidelines FTE: and procedures. 2. Current status of position: 1.0 Vacant as of 6/17/24 due to resignation. ○ ☑ Filling a replacement position included in the budget o Filling a restructured position included in the budget **Department:** ■ Has an Org Mod been approved? Yes /No Org Mod approval date General ○ ☐ Filling a new position Counseling ■ 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 This position fills a critical need in General Counseling. The area is currently understaffed and highly impacted by student service demands. b. Legal mandate c. Accreditation requirements d. Health and safety priorities e. Essential supervision 4. Budget Impact - Please specify the following: o Funding Source? Unrestricted ✓ /Restricted ✓ o Smartkey and Salary Object: CST 3330 Annual Salary at Step B: \$48,228 plus benefits