

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

December 12, 2024

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Dean, Arts, Humanities & So Position #: MG-00072 FTE: 1.0 Level: MG-10 Department: Office of Instruction	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Plan, organize and direct operations of the Art, Humanities & Social Sciences division at Cuyamaca College ○ Manage, evaluate and coordinate academic subject areas and student services in accordance with legal requirements, district policies and sound instructional and student services principles and practices. ○ Supervise and evaluate the performance of certificated and classified personnel <p>2. Current status of position:</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 is a critical position for the foundational support of the instructional division, the office of instruction and the college related to operational b. <input type="checkbox"/> Legal mandate c. <input type="checkbox"/> Accreditation requirements d. <input type="checkbox"/> Health and safety priorities e. <input checked="" type="checkbox"/> Essential supervision this position offers essential supervision of the 24 department/discipline areas of the college in facilitating enrollment management, scheduling <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: 1436501 ○ Annual Salary at Step B: \$ 140,888 plus benefits

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Vice President, Admin Services Position #: MG-00075 FTE: 1.0 Level: Conf Admin - 12 Department: Administrative Services	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ This position serves as the chief business officer of the college for all campus business services, including budget development and control, and the preparation and maintenance of required records and reports. In concert with department managers and/or supervisors, coordinates the college fiscal/administrative operations and facilities. <p>2. Current status of position:</p> <p>Employee in this position has resigned effective March 31, 2025.</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 serves as CBO for the college. b. <input type="checkbox"/> Legal mandate c. <input type="checkbox"/> Accreditation requirements d. <input type="checkbox"/> Health and safety priorities e. <input checked="" type="checkbox"/> Essential supervision Provides critical supervision of Business Services. <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: 1427001-2150 ○ Annual Salary at Step B: \$ 167,952 plus benefits

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12/12/24

Date

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Research & Planning Analyst</p> <p>Position #: Z-00006942</p> <p>FTE: 1.0</p> <p>Level: Range 44</p> <p>Department: Institutional Effectiveness, Success & Equity</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Consults with administrators, representatives of governmental and private organizations, employee groups, and others regarding the coordination of College/District research needs in planning, analyzing, and reporting for current studies, results of research, and related matters. ○ Makes recommendations to staff regarding directions the College/District should take in the areas of educational analysis, reporting and planning. Extracts, verifies, compiles, analyzes and formats data from college databases and other sources for planning, decision-making, evaluation, and accountability purposes. ○ Creates or customizes to faculty, staff and community specifications, quantitatively sound, criterion referenced survey instruments for a variety of research projects. ○ Designs survey forms and program them for scanning utilizing specialized computer software. ○ Performs qualitative and quantitative analysis, as well as secondary data analysis, on assigned research projects, and interpret findings in written reports and oral presentations. ○ Performs ad hoc queries and create reports from the college databases using a variety of computer languages, query tools, and report writers. ○ Develops and maintains a collection of data and reports to support program review, student learning outcomes, accreditation, matriculation, data integrity, and state and federal reporting requirements. ○ Helps to coordinate the strategic planning process that integrates program review, unit planning, divisional planning and college-wide planning which establish annual and long-range goals. ○ Designs and performs quantitative and qualitative research and evaluation of Student Equity Plans and Student Success and Support Program core services, including orientation; assessment and placement; counseling, advising and other education planning services; and following-up services for at-risk students. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ 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 _____

		<ul style="list-style-type: none"> ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ 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 / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: <ul style="list-style-type: none"> ▪ 18.75 % 1476099 ▪ 81.25 % 1421013 ○ Annual Salary at Step B: \$79,704