

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

12/18/2024

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Technician Position #: TBD FTE: 1.0 Level: 29 Department: Financial Aid	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under the direction of an assigned supervisor, perform specialized financial aid duties and provide technical assistance in support of financial aid programs and services; provide assistance in assigned specialized programs, such as Cal Grant and Pell Grant, including financial aid awards and award reconciliation. Resolve problems, rectify discrepancies and facilitate the correct disbursement of awards. Coordinate the Cal Grant Program to determine student need and eligibility for Cal Grant awards. <p>2. Current status of position:</p> <p>Department re-organization after the retirement of the Financial Aid Advisor on 12/30/24. This is a new position and the Financial Aid Advisor will be defunded (or deleted).</p> <ul style="list-style-type: none"> ○ <input type="checkbox"/> Filling a replacement position included in the budget ○ <input checked="" 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 <u>TBD</u> ○ <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 FAO in dire need of Cal Grant support w/ loss of positions & new regs b. <input checked="" type="checkbox"/> Legal mandate Timely reporting and monitoring for CalGrant needed 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: 1431001 -2110 ○ Annual Salary at Step B: \$51,156 plus benefits

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Tutoring Center Specialist Position #: NEW FTE: 1.0 Level: Department: LTR- Tutoring Center	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Organize and coordinate the day-to-day operations of assigned tutoring center and support the virtual tutoring center. Provide direction to hourly personnel and student workers as assigned; prepare weekly schedules for tutors and the master schedule for the semester. Assist Faculty Tutoring Coordinator in recruiting, interviewing, evaluating, hiring, and training of part-time tutors and clerical workers; prepare employment forms; monitor hours and schedules to ensure center coverage. Gather data, prepare reports, monitor budget, ensures payroll is completed in a timely manner. 2. Current status of position: Vacant This is combining two 0.475 positions (CL-00643 and CL-00644) into one (1.0) FTE <ul style="list-style-type: none"> ○ <input type="checkbox"/> Filling a replacement position included in the budget ○ <input checked="" 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 checked="" 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) 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services Ongoing instructional support and overall student equity and success. 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 Necessary supervision for tutoring sites and staff.
		4. Budget Impact – Please specify the following: <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 type="checkbox"/> /Restricted <input checked="" type="checkbox"/> ○ Smartkey and Salary Object: 1472391-2110 ○ Annual Salary at Step B: \$52,860 plus benefits

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Student Services Specialist Transf Position #: TBD FTE: 1.0 Level: 28 Department: Counseling	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ -Organize and coordinate the day-to-day activities of the Transfer Center; -Develop, maintain, and provide a current resource center containing college transfer literature, files, another access information. -Plan, organize, coordinate and promote college fairs, college days, transfer workshops, college visits, transfer-achievement ceremony and other specialized transfer-related events and activities; develop new programs to meet student needs. -Schedule counseling appointments and provide transfer assistance. 2. Current status of position: New position to be created. Position ranked #1 on the CHPC list. <ul style="list-style-type: none"> ○ <input 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 checked="" 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 <u>TBD</u> ○ <input type="checkbox"/> Other (please specify) 3. Strategic Staffing Rationale: Please address at least one of the following items: a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services Increase access to resources and increase transfer rate. 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
		4. Budget Impact – Please specify the following: <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: 1433601 - 2110 ○ Annual Salary at Step B: \$49,668 plus benefits