

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/10/2025

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Director, Budget and Finance Position #: NEW FTE: 1.0 Level: Conf level 9 Department: District Business Serv.	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ <ul style="list-style-type: none"> • Plan, organize, control, and direct the operations and activities of the District Business Services dept. including the preparation, development, monitoring the annual district budget • Prepare financial statements and State reports • Perform long-term financial projections and reporting • Coordinate the preparation of the annual external financial and performance audits • Oversee bond fund accounting and other fiscal operations to ensure fiscal accountability and sound financial management of the district's resources • Provide direction and oversight for all grants and categorical programs • Monitor and analyze all capital asset accounting • Ensure compliance with state and federal regulations <p>2. Current status of position:</p> <p>This is a new/restructured position. The AVC for District Business Services will be defunded.</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 checked="" type="checkbox"/> /No <input type="checkbox"/> ■ Org Mod approval date <u>2/11/2025</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 type="checkbox"/> Critical threshold of instruction and support services 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 <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: 1117501-2150 ○ Annual Salary at Step B: \$ 137,280 plus benefits

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Assistant Position #: CL-00423 FTE: 1.0 Level: 25 Department: Financial Aid	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ This position performs specialized clerical duties and provides technical assistance in support of financial aid programs and services. Work closely with students to provide assistance with completion of forms and applications; requirements and restrictions; review completed forms for accuracy and completeness and process application. Verify supporting documentation. Operate and trouble shoot scanner hardware and software. Answer incoming calls; explain departmental policies, procedures and functions. Read, interpret and apply knowledge regarding regulations, policies and procedures related to student financial aid. <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 front line position that assist students with application, process incoming paperwork, essential in delivering timely FA services. 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: 1331001-2110 ○ Annual Salary at Step B: \$45,456 plus benefits

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Financial Aid Technician</p> <p>Position #: CL-00605</p> <p>FTE: 1.0</p> <p>Department: Financial Aid</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Coordinate the Cal Grant Program to determine student need and eligibility for Cal Grant awards. Process Cal Grants to ensure timely receipt of funding from the California Student Aid Commission. Monitor eligibility and report students eligibility or loss thereof to the California Student Aid Commission. Analyze and reconcile Cal Grant records. Perform reconciliation of the Cal Grant Program with the California Student Aid Commission Resolve problems, rectify discrepancies and facilitate the correct disbursement of awards. <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 position has the sole responsibility of coordinating the State grants and ensuring that funds are properly issued and reconciled. b. <input checked="" type="checkbox"/> Legal mandate Critical state compliance requirements regarding fund management and award management c. <input type="checkbox"/> Accreditation requirements d. <input type="checkbox"/> Health and safety priorities N/A e. <input type="checkbox"/> Essential supervision N/A
		<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: 1331001-2110 ○ Annual Salary at Step B: \$51,506 plus benefits