

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

January 21, 2025

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Executive Assistant IV Position #: CO-00032 FTE: 1.0 Level: Department: Chancellor/Governing Board	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ - Assist the Chancellor with administrative detail in implementing Board policy, statutory requirements, and other duties associated with the role of Chancellor as CEO of the District. - Support the Chancellor in coordination of meeting schedules and preparation of correspondence, reports and other materials. - Support the Governing Board in preparation of meeting agendas, minutes and official notices of meetings in compliance with legal requirements and timely distribution of materials. 2. Current status of position: <ul style="list-style-type: none"> ○ Employee retiring and need to fill the position ○ <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) _____ 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 See attached 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: 1111001-2130 ○ Annual Salary at Step B: \$86,352 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST – Continued
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Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Executive Assistant IV Position # CO-00032 Salary Grade: J FTE: 1.0 Chancellor & Governing Board Office	Question 3: Strategic Staffing Rationale Critical threshold of instruction and support services a. Critical: The position is critical to the management and oversight of the monthly cycle of Chancellor and Governing Board meetings; overseeing compliance with legal notice requirements; and development and maintenance of Board policies and administrative procedures; coordination of additional roles in support of the Chancellor serving on public and community boards, connections and activities.