

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

3.13.2025

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Evaluations Advisor</p> <p>Position #: CL-00651</p> <p>FTE: 1.0</p> <p>Level: 38</p> <p>Department: Admissions & Records</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Review and evaluate complex academic records and transcripts to determine graduation and transfer eligibility requirements and completion of general education requirements. Development, maintenance and training of degree audit software and degree printing software program. Research, analyze, and evaluate student academic history in compliance with CSU Breadth and IGETC General Education Certification. Coordinate evaluations process; plan and maintain a schedule for college evaluations services. Performs duties as assigned. <p>2. Current status of position: Vacant as of 3/15/2025</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 Necessary to maintain current evaluation service levels for entire campus. 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: 1432001-2110 ○ Annual Salary at Step B: \$66,756 plus benefits