

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/26/2025

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: Special Projects Accountant Position #: CL-00036 FTE: 1.00 Level: 39 Department: District Business Services	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Review and submit the federal and state fiscal reports; Monitor all categorical budget and expenditures transfers; Organize, analyze and document expenditures relating to the District categorical programs; Develop budget control data for categorical programs; Work with college Budget Analysts to assist with categorical programs budget; Provide support to restricted fund budget managers regarding budget preparation and budget revision; Monitor fiscal guidelines and reports deadlines <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 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: 1117501 ○ Annual Salary at Step B: \$68,760 plus benefits