

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

4/7/2025

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Dean of Counseling Services</p> <p>Position #: MG-00065</p> <p>FTE: 1.0</p> <p>Level: MG-10</p> <p>Department: Counseling</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Manage, evaluate and coordinate academic subject areas and student services in accordance with legal requirements, district policies and sound instructional and student services principles and practices. • Establish overall goals, objectives and plans; initiate and participate in overall program planning; communicate statutes, district and college policies and philosophies to division staff. • In-depth knowledge of the Education Code, Title 5 and other administrative regulations and the ability to apply these regulations. • Administer and implement district and college rules, regulations, policies and procedures; assist in implementing contract provisions negotiated by the Governing Board and recognized bargaining units representing employees. • Facilitate communication and understanding, among faculty, staff, students, the community, within the framework of a multi-college district. • Dedication to keeping students informed while seeking their opinions and providing a range of student services. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget Yes ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates Yes ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ 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 / No ○ Funding Source? Unrestricted / Restricted <ul style="list-style-type: none"> ○ Smartkey and Salary Object: 1433001 ○ Object code 1240 ○ Annual Salary at Step B: \$150,682

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

April 7, 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: Admin Asst IV</p> <p>Position #: CY-00025 <small>HR will create a new position number</small></p> <p>FTE: 1.0</p> <p>Level: CL-34</p> <p>Department: Office of Instruction</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ -Prepare and review routine correspondence, records, and other documents with accuracy, completeness and conformance to established rules and regulations. -Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required. -Establish and maintain a variety of records, logs and files related to assigned functions; obtain and provide information from records and files. <p>2. Current status of position: Replacing a retirement 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 critical position for the foundational support of the VPI 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: 1424006-2110 ○ Annual Salary at Step B: \$59,316 plus benefits

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4/7/25

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: GROUNDS MAINTENANCE WORKER, LEAD Position #: CL-00100 FTE: 1 Department: FMO	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Under the direction of an assigned supervisor, manager or the guidance of an assigned lead position, perform a variety of complex grounds maintenance duties including specialized grounds maintenance work; assist in coordination of all campus landscape design and plant selection; install, maintain, and repair irrigation systems, coordinate all irrigation system watering cycles and audit irrigation system to determine most effective means; purchase, application and coordination all of toxic and hazardous chemicals for pest and insect, control both interior and exterior, and weed control and finish cement work. 2. Current status of position: <p style="margin-left: 40px;">Retiring</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) 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> a. <input type="checkbox"/> Critical threshold of instruction and support services b. <input checked="" type="checkbox"/> Legal mandate See Attachment B c. <input checked="" type="checkbox"/> Accreditation requirements See Attachment C. d. <input checked="" type="checkbox"/> Health and safety priorities See Attachment D e. <input checked="" type="checkbox"/> Essential supervision See Attachment E
		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: 1327701-2110 ○ Annual Salary at Step B: \$55908 plus benefits