

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/19/25

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: HR Technician Position #: CL-00686 FTE: 1.0 Level: CL-36 Department: Human Resources	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ This position will focus on analyzing and maintaining mandated leaves. Position will also be cross trained in the areas of benefits. <p>2. Current status of position:</p> <p>The position is not filled.</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:</p> <p>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: 1114501-2113 ○ Annual Salary at Step B: \$62,928 plus benefits

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STRATEGIC HIRE REQUEST

02/19/2025

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: CDC Technician Position #: IA-00136 FTE: 1.0 Level: 31`-A Department: CDC	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Assist in the operation of the Child Development Center and related areas; perform specialized duties to assure efficient center operations. Prepare and issue material and equipment for student and staff use in the center; provide assistance to students and staff according to instructions by coordinators or instructors; maintain records of fees and tuition, materials and equipment based on established procedure. Prepare and/or maintain various records and reports including penrollment, child and student records, CACFP (Food Program), and other clerical duties <p>2. Current status of position:</p> <p style="padding-left: 20px;">Position will be vacated on 1/31/25. Sherri Smith, the current CDC Tech has their last day on 1/31/25.</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 Position is responsible for enrolment and attendance tracking & reporting b. <input checked="" type="checkbox"/> Legal mandate Title 22 and Title 5 mandates & ratios c. <input type="checkbox"/> Accreditation requirements d. <input checked="" type="checkbox"/> Health and safety priorities Position ensures daily health & safety check of facility and grounds e. <input checked="" type="checkbox"/> Essential supervision The CDC Tech acts as a Site Supervisor in the absence of Coordinator. <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 type="checkbox"/> /Restricted <input checked="" type="checkbox"/> ○ Smartkey and Salary Object: 1371591-2210 / 1342398-2210 Split 50/50 ○ Annual Salary at Step B: \$54,276 plus benefits