

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## STRATEGIC HIRE REQUEST

04/10/25

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> CD Center Coordinator  <b>Position #:</b> SU-00036  <b>FTE:</b> 1.0  <b>Level:</b> S-1  <b>Department:</b> Career Education	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Under the direction of an assigned administrator, organize, coordinate and oversee the day-to-day operation and supervision of the Child Development Center (CDC), a Lab School; including planning, marketing, funding, budget and expenditures, grants development and coordination, personnel and facilities; and serve as a liaison between the CDC, the Child Development and Family Studies (CDFS) Program, the College and the community.</li> </ul> <p><b>2. Current status of position:</b></p> <p>Being vacated April 30 due to resignation of incumbent.</p> <ul style="list-style-type: none"> <li>○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget</li> <li>○ <input type="checkbox"/> Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b></p> <p>Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services State licensing requires a center supervisor be onsite</li> <li>b. <input checked="" type="checkbox"/> Legal mandate State licensing requires a center supervisor be onsite</li> <li>c. <input type="checkbox"/> Accreditation requirements State licensing requires a center supervisor</li> <li>d. <input checked="" type="checkbox"/> Health and safety priorities State licensing requires a center supervisor be onsite</li> <li>e. <input checked="" type="checkbox"/> Essential supervision State licensing requires a center supervisor be onsite</li> </ul> <p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/></li> <li>○ Funding Source? Unrestricted <input type="checkbox"/> /Restricted <input checked="" type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1424894- 2120</li> <li>○ Annual Salary at Step B: \$ 80,402 plus benefits</li> </ul>

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## STRATEGIC HIRE REQUEST

April 10, 2025

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Computer Lab Technician I  <b>Position #:</b> CL-00501  <b>FTE:</b> 1.0  <b>Level:</b> 29  <b>Department:</b> LTR	<b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Under the direction of a the LTR Dean and the Tutoring Supervisor, perform a variety of specialized duties, related to organizing, coordinating, and managing the Open Computer Lab in Grossmont's centrally located and busiest Open Computer Lab. Train, assign and coordinate hourly workers. Provide basic Helpdesk technical support to faculty and students for various computer software applications and hardware systems: Utilize helpdesk task software to list calls that require follow-up action, and track trends to ensure quality customer service.</li> </ul> <b>2. Current status of position:</b> Vacant <ul style="list-style-type: none"> <li>○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget</li> <li>○ <input type="checkbox"/> Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Other (please specify)</li> </ul> <b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items: <ul style="list-style-type: none"> <li>a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services Only position for largest open lab at GC and Tech mall welcome desk</li> <li>b. <input type="checkbox"/> Legal mandate</li> <li>c. <input type="checkbox"/> Accreditation requirements</li> <li>d. <input type="checkbox"/> Health and safety priorities</li> <li>e. <input checked="" type="checkbox"/> Essential supervision This position also supervises and trains multiple student workers.</li> </ul>
		<b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/></li> <li>○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1329009 - 2110</li> <li>○ Annual Salary at Step B: \$51,156 plus benefits</li> </ul>

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## STRATEGIC HIRE REQUEST

4/10/2025

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Specialty Lab Technician II  <b>Position #:</b> IA-00122  <b>FTE:</b> 1.0  <b>Department:</b> A.R.C. (DSPS)	<b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>Assist instructors or other college support staff in preparation of instructional materials or equipment for classrooms and labs</li> <li>Assist students in the classroom or other instructional environment to ensure proper use and care of instructional materials and equipment printers, and specialized equipment for area of assignment.</li> <li>Operate computers, terminals, printers, and specialized equipment for area of assignment</li> <li>Assist in coordinating use of lab and other educational facilities assuring the availability of appropriate supplies and equipment</li> <li>Operate a variety of equipment commonly found in area of assignment</li> <li>Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations</li> </ul> <b>2. Current status of position:</b> The position is currently vacant and has not been filled since the previous employee accepted another position in the department.  <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"> <li><input type="checkbox"/> Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li><input type="checkbox"/> Org Mod approval date _____</li> </ul> <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> <li><input type="checkbox"/> Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li><input type="checkbox"/> Org Mod approval date _____</li> </ul> <input type="checkbox"/> Other (please specify) _____
		<b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:  a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services The Specialty Lab Technician II assists students and staff in the daily operation of The Assistive Technology Center (ATC) and in providing alternate media services to ARC students. The classified staff member helps students use the hardware and software available at the ATC, and provides assistance with college systems and student portals such as Self-Service, Canvas, and Zoom. The classified staff member assists with coverage needs for the ATC lab hours. They also work directly with the Alternate Media Specialist to provide students with alternate format textbooks, such as in accessible PDF, DOC, or Braille.  b. <input checked="" type="checkbox"/> Legal mandate The A.R.C. (DSPS) is under Title V mandates and regulations. The Specialist Lab Technician II is essential in assisting all students

		<p>with disabilities who are receiving A.R.C. services, specifically with assistive technology and alternate media services.</p> <p>c. <input type="checkbox"/> Accreditation requirements</p> <p>d. <input type="checkbox"/> Health and safety priorities</p> <p>e. <input type="checkbox"/> Essential supervision</p>
		<p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"><li>○ Is position included in the current budget? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li><li>○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/></li><li>○ Smartkey and Salary Object: 11335002-2210</li><li>○ Annual Salary at Step B: \$55,908 plus benefits</li></ul>