

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## STRATEGIC HIRE REQUEST

4.17.2025

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Admissions and Records Assistant <b>Position #:</b> CL-00272  <b>FTE:</b> 100%  <b>Level:</b> 25  <b>Department:</b> Admissions and Records	<b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Process internet applications via CCCApply, resolve errors, determine special handling for residency issues and international student processing registration, grades and fees. Review student applications and verify that necessary transcripts, residency information and Admissions and Records forms and information are included. Process official transcript requests and prepare electronic file and paper transcripts and mail</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</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 type="checkbox"/> Essential supervision</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 type="checkbox"/> /Restricted <input checked="" type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1433096-SSSP-Counseling Dept</li> <li>○ Annual Salary at Step B: \$45,456 plus benefits</li> </ul>

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## STRATEGIC HIRE REQUEST

04-17-25

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Administrative Assistant III  <b>Position #:</b> Z-00007526  <b>FTE:</b> 1.0  <b>Level:</b> CL-32  <b>Department:</b> AKHE	<b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Perform a variety of difficult and often complex specialized and responsible secretarial and administrative assistant duties to relieve the administrator of operational detail. Assist with arrangement of travel accommodations, conferences and meetings as necessary for the administrator. Prepare, maintain, updated and revise contract hire letters for full and part-time instructors.</li> </ul> <b>2. Current status of position:</b> <p style="margin-left: 20px;">Current Administrative Assistant III will be retiring on October 1, 2025.</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> <b>3. Strategic Staffing Rationale:</b> <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 This position ensures dean has support needed to fulfill his/her role.</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 type="checkbox"/> Essential supervision</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: 1436507-2110</li> <li>○ Annual Salary at Step B: \$ 55,908.00 plus benefits</li> </ul>

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**April 17, 2025**

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> Tutoring Center Specialist</p> <p><b>Position #:</b> CL-00341</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> 32</p> <p><b>Department:</b> LTR-Tutoring</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Organize, coordinate, and oversee services, tutors, and student workers in the General Tutoring Center</li> <li>○ Gather data, prepare reports, monitor budget, ensures payroll is completed in a timely and accurate manner</li> <li>○ Train and provide professional development as needed.</li> <li>○ Assist LRC Tutoring supervisor in implementing new processes, tools, and updating practices to ensure student success</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</li> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:</p> <p><b>Both legal and Accreditation standards require a designated classified staff member to directly oversee the work of student tutors. Without this staff person on site, there are not adequate numbers of Tutoring Center Specialists to maintain required levels of supervision across multiple discreet locations. This represents a direct safety concern and would require that we reduce the number of hours of available tutoring in the LTRC.</b></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 / No</li> <li>○ Funding Source? Unrestricted / Restricted</li> <li>○ Smartkey and Salary Object: 1333291-2110</li> <li>○ Annual Salary at Step B: \$55,908</li> </ul>