

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

6/23/25

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: CVT faculty, tenured</p> <p>Position #: IN-00053</p> <p>FTE: 1.0</p> <p>Department: Cardiovascular Tech</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ *New hire must possess academic qualifications as specified by JRC-CVT (specialty program accrediting body). *Responsible for maintaining relevant curriculum in the Adult Echocardiography program. *Conduct student instruction in both the classroom and clinical settings *Establish and maintain strong working relationships with clinical partners to insure strong clinical placements of students. <p>2. Current status of position:</p> <p>Position is unfilled. Last search was failed because of lack of eligible pool.</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> <p>a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services <small>The CVT program has 3 possible tracks. There is one FT faculty for each of the tracks: Invasive and Vascular. This position would support the curriculum for the Adult Echocardiography track.</small></p> <p>b. <input type="checkbox"/> Legal mandate</p> <p>c. <input checked="" type="checkbox"/> Accreditation requirements <small>Program accreditation is under supervision of CAAHEP (Commission on Accreditation of Allied Health Education Programs) with program standard of insuring qualified expert faculty in the classroom and clinical settings as well as faculty-student ratio.</small></p> <p>d. <input type="checkbox"/> Health and safety priorities</p> <p>e. <input type="checkbox"/> Essential supervision</p>
		<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: 1370606 1100 ○ Annual Salary: \$ 77,397 VI-2 plus benefits

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Temporary Full Time Instructor</p> <p>Position #: Z-00010970 Faculty - Biology - Anatomy & Physiology - (Position Vacate:06/03/2025)</p> <p>FTE: 1.0</p> <p>Level:</p> <p>Department: Biology</p>	<ol style="list-style-type: none"> Key responsibilities of position: <ul style="list-style-type: none"> Under administrative leadership, it is the responsibility of the regular/contract college instructor to participate in the planning, implementation, and evaluation of educational programs, courses, and other experiences that will directly result in the educational growth of the students and support advancement of the visions, missions, and values of the colleges and District. Current status of position: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Filling a replacement position included in the budget 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) _____ Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> Legal mandates Accreditation requirements Health and safety priorities Critical threshold of instruction or support services: Biology is a highly impacted area experiencing long wait lists and a shortage of offerings to meet student demand every semester. Exacerbating the existing demand issue is the loss of 1 fulltime faculty member in Biology at the end of the SP25 semester. This hire is critical to meeting student demand for courses in Biology. Essential supervision Budget Impact – Please specify the following: <ul style="list-style-type: none"> Is position included in the current budget? Yes Funding Source? Unrestricted <ul style="list-style-type: none"> Smartkey: 1380201_Biology I, Biology, General Salary Object: 1110 Contract Instruction Annual Salary at Class II: \$85,765 _____

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STRATEGIC HIRE REQUEST

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Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Student Success Liaison Position #: CL-00671 FTE: 1.0 Level: CL-36 Department: Student Services	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Student Engagement and Relationship Building Resource Navigation and Referrals Monitoring and Intervention Workshops and Student Skill Development Training and Supervision Data Management and Reporting 2. Current status of position: <p>The previous employee has moved over to A&R as an evaluator which was a promotion for the employee.</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: <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 <ul style="list-style-type: none"> <input type="checkbox"/> This role requires a proactive, student-centered approach and the ability to collaborate across departments to ensure students are connected, supported, and empowered throughout their educational journey. 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 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 _____ /Restricted <input checked="" type="checkbox"/> ○ Smartkey and Salary Object: 1333291-2110 ○ Annual Salary at Step B: \$62,928 +plus benefits \$32,723
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Assistant, Senior Position #: CL-00021 FTE: 1.0 Level: 27 Department: Financial Aid	<p>1. Key responsibilities of position:</p> <p>○</p> <p>Assist in the coordination of desk work schedules to ensure adequate office coverage for overall student service; in coordination with supervisor or lead person prepare for and conduct staff meetings and the development of strategies to improve delivery of Financial Aid services.</p> <p>Plan, coordinate and monitor specialized and technical application processes to ensure efficient, accurate and timely processing of financial aid applications.</p> <p>Analyze and review data processing output for accuracy; identify and resolve programming problems; recommend system enhancements to improve program operation.</p> <p>2. Current status of position:</p> <p>Permanent Financial Aid Assistant Senior will vacate the position effective 07/01/2025</p> <p>○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget</p> <p>○ <input type="checkbox"/> Filling a restructured position included in the budget</p> <p style="margin-left: 40px;">■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></p> <p style="margin-left: 40px;">■ Org Mod approval date _____</p> <p>○ <input type="checkbox"/> Filling a new position</p> <p style="margin-left: 40px;">■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></p> <p style="margin-left: 40px;">■ Org Mod approval date _____</p> <p>○ <input type="checkbox"/> Other (please specify)</p> <p>3. Strategic Staffing Rationale:</p> <p>Please address at least one of the following items:</p> <p>a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services The Financial Aid Assistant Sr is in charge of all WS and loan processing</p> <p>b. <input type="checkbox"/> Legal mandate</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>4. Budget Impact – Please specify the following:</p> <p>○ Is position included in the current budget? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/></p> <p>○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/></p> <p>○ Smartkey and Salary Object: 1431001-2110</p> <p>○ Annual Salary at Step B: \$48,228 plus benefits</p>

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Custodian Position #: CL-00480 FTE: 1.0 Level: CL-23 Department: Operations	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Sweep, scrub, mop and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas. Clean, dust and polish furniture and woodwork including desks, cabinets and tables; wash windows, chalkboards and walls. Empty and clean waste receptables and pencil sharpeners and recycle containers; pick up paper; pick up trash containers and empty into large bins. 2. Current status of position: Vacant <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 checked="" type="checkbox"/> Critical threshold of instruction and support services Without this position, Operations is at risk of being unable to maintain offices, clean classrooms, and other instructional spaces b. <input type="checkbox"/> Legal mandate c. <input type="checkbox"/> Accreditation requirements d. <input checked="" type="checkbox"/> Health and safety priorities Health and safety starts with clean restrooms, floors & trash cans e. <input type="checkbox"/> Essential supervision
		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: 1427601-2110 ○ Annual Salary at Step B: \$42,852 plus benefits

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June 23, 2025

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Instructional Ops Supervisor Position #: SU-00021 FTE: 1.0 Department: Office of Instruction	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Coordinate, supervise and participate in the preparation, editing, revision, proofreading, printing and distribution of the college catalog. ○ Coordinate, supervise and participate in the preparation, editing, revision, proofreading, printing, and distribution of fall, spring and summer class schedules; supervise schedule revisions and updates including preparation and distribution of class schedule addendums. ○ Coordinate, supervise and participate in the preparation, proofreading and distribution of faculty hire letters including hire letter revisions, updates and 2. Current status of position: <p style="margin-left: 40px;">Notice of Retirement 12/30/2025</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: <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 Perform complex, specialized & supervisory duties 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
		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: 1424006-2120 ○ Annual Salary at Step B: \$80,402 plus benefits