

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## STRATEGIC HIRE REQUEST

6/3/2025

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include:  <b>Position Title:</b> Warehouse Assistant  <b>Position #:</b> CL-00269  <b>FTE:</b> 1.0  <b>Level:</b>  <b>Department:</b> District Warehouse GC	<b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Receiving supplies and materials</li> <li>○ Perform driving activities including pick-up and delivery of building and instructional supplies, equipment and inter-district and U.S. mail</li> <li>○ Input data into computer terminal and perform other clerical duties including maintaining related records.</li> <li>○ Operate Forklift</li> </ul> <b>2. Current status of position:</b> <p style="margin-left: 40px;">Vacant due to warehouse assistant resignation</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                Direct support of Grossmont College receiving supplies and material</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: 1118601-2110</li> <li>○ Annual Salary at Step B: \$46,824 plus benefits</li> </ul>

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## STRATEGIC HIRE REQUEST

06/3/25

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Specialty Lab Technician III - Office <b>Position #:</b> IA-00102  <b>FTE:</b> 1.0  <b>Department:</b> Business Office Technology	<b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Under the direction of an assigned supervisor, perform a variety of technical and specialized duties related to the preparation, operations and maintenance of office administration laboratories and related areas; operate and demonstrate the use of specialized equipment and instructional materials; provide information and technical assistance to faculty and students.</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                This position administers the Business office technology lab for student work, administering typing and lab functionality.</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: 146084-2210</li> <li>○ Annual Salary at Step B: \$54,828 plus benefits</li> </ul>