

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

10/12/21

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Program Specialist</p> <p>Position #: CL-00483</p> <p>FTE: 1.0</p> <p>Level: CSEA</p> <p>Department: EOPS/CARE/CAYFES</p> <p>CST_3355</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Communicate and assist in implementing directives from the EOPS/CARE Programs according to the State Chancellors Office and Title V. Oversee the implementation of policies and procedures of the EOPS/CARE Office. ○ Coordinate communication with other district departments and personnel, in addition with outside organizations and the public. ○ Train and provide work direction to assigned student staff, prioritizing, assigning and reviewing work. Participating in interviewing applicants and providing a semester performance evaluation. ○ Completed a variety of technical duties such as awarding EOPS/CARE/NextUp Book Vouchers & Grants, designing student databases, managing data for program reports and state MIS reports, student record keeping, and data entry. ○ Assist with the development of the EOPS/CARE/NextUp Program Budget- both restricted & unrestricted funds- in IFAS. ○ Tracked and kept records on past, current, and projected expenses related to EOPS/CARE/NextUp budget. ○ Explain college and EOPS/CARE policies and procedures to students through EOPS program new student orientations and on an everyday basis. ○ Produce and maintain web pages, brochures, flyers, and other material, which support the program and its different functions. ○ Interact in outreach efforts with the internal college community and local High Schools representing the EOPS/CARE/NextUp programs. ○ Evaluate existing procedures for improvement and implementing new office processes to establish smoother work flow between students and counselors. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement due to resignation <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates- this is a required position in support of categorical programs: EOPS/CARE/CAYFES ○ Critical threshold of support services- this position represents a critical threshold of classified support for several programs housed under the EOPS categorical umbrella ○ Essential supervision- this individual provides essential guidance a direction for program members and student staff. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No

		<ul style="list-style-type: none"><input type="radio"/> Funding Source? Unrestricted / Restricted<input type="radio"/> Smartkey Salary Object: 1335594-2110<input type="radio"/> Smarthkey Benefits: 1335594-3850 \$2,156 (50%)<input type="radio"/> Annual Salary at Step B: \$4,311