

**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	Please include:  <b>Position Title:</b> Program Specialist  <b>Position #:</b> CL-00483  <b>FTE:</b> 1.0  <b>Level:</b>  CSEA  <b>Department:</b> EOPS/CARE/CAYFES  CST_3355	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ 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 &amp; 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 &amp; 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.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement due to resignation</li> </ul> <p><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Legal mandates- this is a required position in support of categorical programs: EOPS/CARE/CAYFES</li> <li>○ Critical threshold of support services- this position represents a critical threshold of classified support for several programs housed under the EOPS categorical umbrella</li> <li>○ Essential supervision- this individual provides essential guidance a direction for program members and student staff.</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? <b>Yes</b> / No</li> </ul>

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