

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
STRATEGIC HIRE REQUEST**

5/1/21

Date

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> Health Services Specialist</p> <p><b>Position #:</b> CL-00296</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> CL Range 28</p> <p><b>Department:</b> Student Health &amp; Wellness</p>	<p><b>1. Key responsibilities of position:</b></p> <p>Under the direction of an assigned supervisor, conduct a variety of specialized health screenings; coordinate health education events; maintain displays and health promotion materials; perform clerical duties in support of the college health program and goals including supply ordering and acting as a liaison with college community.</p> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget due to retirement.</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:             <ul style="list-style-type: none"> <li>○ Title V; Section 53411</li> <li>○ Title V; Section 54702 Proper Use of Funds</li> <li>○ Sections 70901, 87356, 87003, 76355 Education Code</li> </ul> </li> <li>○ Health and safety priorities             <ul style="list-style-type: none"> <li>Health Services Specialist required knowledge includes:                 <ul style="list-style-type: none"> <li>● Receive and screen visitors and phone calls.</li> <li>● Order and maintain office supplies; prepare and process purchase requisitions according to approved procedures; schedule maintenance and repair of equipment.</li> <li>● Analyze emergency situations and reports to Health Services Supervisor or Public Safety. Provide direction and communication to students, family, and staff during emergency situations as required.</li> <li>● Operate a variety of health testing devices including oculometer, audiology screener, blood pressure equipment, venipuncture equipment, body composition screener, etc. Draw blood and other samples as needed.</li> <li>● Schedule, plan and coordinate health promotion events including presentations, classes, workshops, training, orientations, vaccination clinics, seminars, etc.</li> </ul> </li> </ul> </li> <li>○ Critical threshold of instruction or support services             <ul style="list-style-type: none"> <li>● Ensures proper functioning of Student Health &amp; Wellness Center – including outreach and messaging campus-wide.</li> <li>● Provide information and assistance to students and staff concerning health problems, services, insurance, counseling, vaccination requirements, and related matters.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"><li>○ Essential supervision<ul style="list-style-type: none"><li>● Assist in the training of peer health educators.</li><li>● Provide direction to volunteers and interns.</li><li>● Create, maintain, update, and revise hourly hire forms and other hourly employee information.</li></ul></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? Yes</li><li>○ Funding Source? Restricted</li><li>○ Smartkey and Salary Object: 1334091</li><li>○ Annual Salary at Step B: \$3,610; CL-28: Steps A-D: \$3,414 - \$4,269</li></ul>