

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
09/27/22

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Admissions and Records Specialist (VA) Position #: CL-00492 FTE: 1.0 Level: 32 Department: A&R	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ This position is designated for a Certifying Official (CO) for Grossmont College which includes interpreting, applying and explaining guidelines for the Veterans Administration Educational Programs ○ Keep up-to-date on current VA rules and benefits for Chapter 30, 32, 33, 35, 1606, 1607 ○ The CO ensures eligibility of new students, guest and continuing students; completes certification with VA; monitors student grades to ensure beneficiary is making satisfactory progress; conducts certification changes based on adjustments in registration (credit hours) and termination (withdrawal) in VA Once ○ Maintains log and record of all certifications as they are subjected to audit by VA; CO works closely with accounting to ensure debt payments with VA are met 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a vacancy due to departure of employment, position is included in the budget 3. Strategic Staffing Rationale: Please address at least one of the following items: Legal mandates <ul style="list-style-type: none"> ● 81/15 Regulatory Guidance, this position conducts reporting for 81/15 (38 U.S.C 3680A(d) & 38 CFR 21.4201). Failure to complete proper reporting could jeopardize institutions ability to provide VA educational programs ● Reporting Request for 35% waiver - When 35 percent or less of a school's total enrollment receive VA benefits, the school and each branch with separate administrative capability may certify to that effect and receive a waiver of periodic reporting of the percentage of VA students enrolled in each program ● VA Audit / Compliance Surveys – CO compiles reporting documents and materials for VA & SAA audit. Records of three years must be maintained tracked along with billing, certification, course scheduling, etc Critical threshold of supportive services <ul style="list-style-type: none"> ● Institutional can be held financially liable for failure to adhere to VA policies and procedures; position is critical to ensure compliance. ● Position will ensure sufficient resources are dedicated to adequately service the needs of currently enrolled veterans students and maintain compliance with applicable standards. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1332001-2110 ○ Annual Salary at Step B: \$49,740 + Benefits