

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
November 15, 2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Administrative Assistant III Position #: CL-00520 FTE: 1.0 Level: 32 Department: Instructional Dean's Office/ Arts, Languages and Communication	<p>1. Key responsibilities of position:</p> <p>Under the direction of an M-10 through M-11 level administrator, perform a variety of difficult and often complex specialized and responsible secretarial and administrative assistant duties to relieve the administrator of operational detail.</p> <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a position included in the budget due to retirement <p>3. Strategic Staffing Rationale:</p> <p>:</p> <ul style="list-style-type: none"> ○ Critical threshold of instruction or support services – position is a direct report to Dean of Arts, Languages & Communication, M-10 <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1375001- ○ Annual Salary at Step B: \$49,740